

Posting Information

Position Title: IT Engineer **Position Type:** Full Time Employment

Position Location: Utah Co., Utah **Position Pay:** \$75,000 - \$82,500 DOE (S10)

Hiring Director: Abe Young | hr@youniquefoundation.org | 385.345.4556

Foundation Purpose

We inspire hope in women who were sexually abused as children or adolescents by providing healing services through retreats, survivor communities, and online resources.

We empower parents and caregivers to protect children from sexual abuse through education and online resources.

We make it safe to openly discuss sexual abuse through community dialogue and social awareness.

Qualifications

We are seeking an IT Engineer who will be responsible for:

- Providing support for all endpoint IT resources
- Helping the Foundation meet its needs for computer hardware, software and networking tools
- Installing, configuring, testing, and troubleshooting computer hardware and software
- Creating proper documentation, diagrams and other detailed instructions to help other employees make the best use of new technologies

Educational/Professional Requirements

- Bachelor's Degree in Computer Science or related field
- 2+ years' experience in computer networks and systems maintenance
- Understanding of IT principles and an ability to communicate technical concepts effectively to a varied audience
- Ability to meet deadlines and manage stress effectively
- Ability to manage multiple tasks in a team-oriented environment
- Self-Motivated, ability to work with minimal supervision
- Professional appearance, good customer service skills including verbal communication
- Working knowledge in Mac OSX, IOS, Windows, and Android

Responsibilities:

- Primary administrator for maintaining IT systems
- Responsible for computer repair/troubleshooting, software, networks, virus protection, Wi-Fi technology, data security, and more
- Assist with the implementation and ongoing support of third-party software

- Keep systems up-to-date through operating systems upgrades
- Verify functionality of hardware and software components
- Troubleshoot hardware and software issues in person, remotely, and via phone
- Provide support for workstations, servers, wireless devices, printers, scanners, and any network attached storage devices
- Configure, install, and deploy workstations
- Provide access to remote users to our hosted environment
- Document all services and system changes