Posting Information

Position Title: IT Administrator **Position Type:** Full Time Employment
Position Location: Utah Co., Utah **Position Pay:** $90,000-$115,000 DOE
Hiring Director: Abe Young | hr@youniquefoundation.org | 385.205.6903

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.

Description

We are seeking a decision maker / IT resource with a strong technical background who is willing to be the sole member of IT until additional positions are needed. We need someone who can be hands on, but who has the experience selecting and putting the right systems and processes in place as we grow.

Qualifications

This individual 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 equivalent experience
- 5+ years' significant IT experience
- Experience making decisions on systems and processes
- 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
- Working experience with IT infrastructure including networking, systems, applications, and processes

Responsibilities:

- Oversee all IT related needs
- 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
- Verify functionality of hardware and software components
- Troubleshoot hardware and software issues in person, remotely, and via phone
- Provide support for cloud, 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