



## IT Manager

Job Description, Jan 2021

### Position Overview

The IT Manager leverages their technical expertise, communication acumen, and leadership skills to strengthen and maintain MG's information and technology systems, improve staff utilization and adoption of tech tools, and collaboratively shape the future of technology and data use at our organization. The IT Manager is part of the MG Home Economics team and will be supervised by the Home Ec Team Lead.

We understand that to achieve our bold vision of a Just Transition we need information and technology systems that are efficient, values aligned, and secure. Through these systems, we not only operate the basic daily functions of our organization, but we also carry out MG's core programmatic work. The IT Manager will be responsible for overseeing MG's information and technology systems and maintaining the health and functionality of staff computers and organizational hardware. MG has been in a 5+ year commitment to digital security practices. The IT Manager will also collaborate with the Home Economics team and the rest of staff to continuously maintain and improve our systems of building a culture and practice of digital security as part of our work towards the liberation of land, labor, and life.

### About MG

Movement Generation Justice & Ecology Project inspires and engages in transformative action towards the liberation and restoration of land, labor, and culture. We are rooted in vibrant social movements led by low-income communities and communities of color committed to a Just Transition away from profit and pollution and towards healthy, resilient and life-affirming local economies.

### Core Responsibilities

#### *IT SUPPORT (60%)*

- Coordinate provision of IT support, services, and maintenance to all staff - including building a system of regular IT maintenance as well as a system for rapid response / emergency IT support needs

- Build and maintain a system to track and maintain staff computers, including managing operating system upgrades, equipping and onboarding computers for new hires, and offboarding computers and equipment for exiting staff
- Provide IT support and training, as needed, to support staff-wide integration of MG's internal tech systems - Nextcloud file sharing, Powerbase CRM, Slack, Zoom, etc.
- Create and manage a system for ticketing and responding to requests from staff for IT support, including emergency requests

#### *MANAGE INTERNAL IT SYSTEMS (20%)*

- Develop and implement systems of storage, maintenance, and upgrades to our technology hardware and staff computers
- Accurately plan and budget for emergent and planned tech needs
- Coordinate data management and manage internal tech platforms (like Slack, Nextcloud file sharing, Zoom accounts, and email management) with MG's staff and teams to ensure they are functioning and effectively serving programs and operations
- Manage functionality and oversee regular strategic review of Powerbase CRM implementation in conjunction with key staff.
- Remain up to date with advances in technology and industry best practices.
- Evaluate digital security risks over time, and support ongoing implementation and improvement of digital security practices

#### *MANAGE IT CONTRACTS (15%)*

- Assist in building relationships with vendors, sourcing appropriate technology for our needs, and creating cost-efficient contracts
- Coordinate, manage contracts, and submit payment requests for our IT and tech contractors

#### *OTHER (5%)*

- Periodically attend and participate in staff meetings, as needed
- Weekly check in/supervision meetings with Home Economics Team Lead
- Other duties as assigned

### **Supervisory Responsibility**

Currently does not supervise other employees.

## **Expected hours of work**

Standard days and hours of work are Monday through Friday, 9 a.m. to 5 p.m. Daily schedule is flexible within the proximity of this time frame, within the scope of hours for this position, and will be decided in consultation with the supervisor. There will be a level of expected availability of the person in this position to be able to respond to emergency IT support needs during work hours.

## **Location / Travel**

Location in the Bay Area (California) is required. MG staff is still currently working remotely, due to pandemic conditions. This role would require some travel locally to the MG office in Berkeley, and to periodically meet up with staff members in Oakland/Berkeley, to manage hardware and laptops in person if needed. We have strong COVID-19 protocols we require all staff members to adhere to if doing any work in person.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

## **Essential Knowledge, Skills and Experience**

- Three or more years of experience in IT services, IT operations, data management, or related roles
- Extensive experience and familiarity with Apple devices (MacOS, iOS)
- Experience leading and managing IT projects and rolling out IT infrastructures across various technologies
- Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems
- Firm grasp on IT infrastructure and operational best practices, specifically for non-profits with 10-11 staff members
- Understanding of digital security from a social movement perspective
- Software proficiency (required): Microsoft Office, Slack, Zoom, Google Workspace, basic backend email management

- Software proficiency (preferred): Nextcloud, OnlyOffice, Powerbase
- Excellent communication and interpersonal skills, both verbal and written;
- Ability to switch between detail-intensive data processing and relationship-based interaction with ease
- Excellent project management skills and strong ability to prioritize
- Dedication to social justice
- An orientation towards learning and development; willing to learn from mistakes, receive feedback, and give feedback to others

**Hours and Compensation**

This is a non-exempt position, 10-15 hours per week at \$50 / hour.

**HOW TO APPLY:** Please email your resume and cover letter in pdf form to [jobs@movementgeneration.org](mailto:jobs@movementgeneration.org).

*Movement Generation is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation or any other status protected by law. People of color and LGBTQ candidates are strongly encouraged to apply.*

**Signatures**

This job description has been approved by all levels of management:

Supervisor \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_