

COASTAL MAINE BOTANICAL GARDENS
Position Description

Position Title: IT Coordinator

Department: Administration

Type of Position: Full time, Exempt, Salary Position

Reports To: CFO

Reports to this Position: None

Job Description –

- Working with our IT vendors and consultants, design, develop and maintain CMBG's computer systems and networks including software applications and computer hardware, web resources, applications, database management and telephone systems.
- Help manage all telecommunications across the organization, coordinate with vendors and consultants and assist in technology related strategic planning.
- Develop and implement programs, make recommendations to management, serve as technical advisor and prepare reports in IT area.
- Operate internal IT help desk and ticketing system. On call as needed.
- Provide user training, system backup and restore capabilities as well as issue resolution.
- Assist in planning, developing, coordinating, and managing technology related projects
- Develop and recommend policies and procedures concerning system security and user operations in order to insure system and data integrity
- Other IT related projects as needed

Qualifications

- BS/BA in computer science or related field and/or 2+ years of relevant computer work experience.
- Strong technical acumen
- Must be familiar with all types of programming languages
- Comfortable working with various types of operating systems. Familiarity with Active Directory (domain controller) and Windows server 2012 a plus
- Network design and security
- Customer Service, problem solving, multiple tasks and projects
- Self-motivator that works well independently with strong time-management skills and attention to details.
- Experience working within a team to execute individual tasks to achieve a shared goal.
- Demonstrated history of strong communication, organization and people skills.
- Enthusiasm for plants and the natural world and a commitment in helping Coastal Maine Botanical Gardens be one of the best botanical gardens in the world.

Compensation

Annual salary \$38,000-42,000, commensurate with experience. Coastal Maine Botanical Gardens offers full time employees a competitive benefit package.