

Solana Center for Environmental Innovation

IT Lead

Join our award-winning organization to help lead change for grassroots environmental action. Our dedicated team, through outreach and education initiatives, serves as a critical community resource for San Diego County on issues and practices involving soil, water, and zero waste. Solana Center is a non-profit organization and has worked with people of all ages to support local sustainability since 1983.

Duties and Responsibilities:

Job Responsibilities

- Oversee all of Solana Center's technology and data management
- Perform a variety of tasks associated with the installation and management of desktops, laptops, printers, mobile devices, workstations, servers and networks
- Patch Management of all systems
- Manage Window Active Directory environment including Domain Controller, WSUS server, local share drive and backups
- Maintain Cyber Security Strategy including management of firewalls, URL Filtering, Endpoint Protection, Security Policies, AAA, and security logging/monitoring
- Management of LAN, WLAN, WAN systems
- Manage scheduled backup jobs - monitor logs, swap media, and perform restores as needed.
- Emergency support and troubleshooting of all technical issues
- Acquire new hardware and software as needed
- Maintain inventory of PCs and other hardware, as well as software licenses and subscriptions
- Oversee administration of systems (Google Drive, LastPass, GSuite, etc.), including password resets and organization-wide upgrades
- Manage IT, website, and other related contractors and third-party providers
- Create and implement IT-related on-boarding and off-boarding policies
- Point person for website and CiviCRM database troubleshooting

Required Qualifications

- Working experience in and knowledge of Windows, WSUS, Active Directory, TCP/IP Networking, LAN, WAN, WLAN, Network Security
- Able to quickly troubleshoot, identify issue, and resolve IT issues
- Flexibility in scheduling
- Curiosity and a willingness to tackle new problems as they come up

Preferred Qualifications

- Familiarity with Drupal & PHP
- Experience working with CiviCRM or another CRM
- HTML & CSS knowledge

This position is part-time, at-will, non-exempt and is paid \$15-17/hour, depending on experience and in accordance with the laws of the State of California. Hours will vary 2-5/week, depending on needs of the office. Solana Center for Environmental Innovation is an Equal Opportunity employer. **Please send a cover letter/email and resume to hr@solanacenter.org**

