



IT Coordinator (Part Time)

Reports to: Manager of Financial Planning and Analysis, IT POC

General Nature and Scope: The IT Coordinator is responsible to ensure all computers, personal printing equipment, and software programs are in working order to minimize downtime for Staff. This position may provide training and will communicate with Staff regarding new systems, security issues, and status of outages. In addition, the IT Coordinator manages the relationship with SCIDpda's third party contractor who administers the Network.

The IT Coordinator will include financial responsibilities such as working with the IT Contractors on an IT financial plan for the next year's budget plus three years, track costs to budgets, and recommend best options to Manager for new programs or systems. This role also includes administrative functions such as ordering, purchasing, and tracking equipment in a cost effective manner, donating obsolete equipment, resetting email passwords, and educating and communicating all staff on Fraud and Security risks.

Essential Duties:

1. Purchasing/Tracking Hardware and Software

- Obtain recommendations from the IT Contractor for all purchases, ensure Managers approval prior to orders, order computer and network components with emphasis on cost controls, ensure delivery and setup.
- Track/Inventory new and retired equipment for Accounting (Small Assets) and IT requirements. Develop tracking method and maintain monthly.
- Assess older equipment and recommend replacement when necessary. Ensure used equipment is wiped and reused or donated.
- Setup donation drives biannually for SCIDPDA to include Staff's personal equipment.

2. Financial Tasks

- Draft property/dept IT plan for next years budget +3 yrs and review with Manager.
- Track IT costs compared to budgets on a quarterly basis, and identify anomalies and gaps to plan.
- Keep receipts and reconcile purchases and returns with vendors each month.

3. IT Policy Updates

- Ensure compliance with IT policy and Staff handbook. Update if needed for fraud and security risks.
- Manage email list of current Staff such that all must have an email address, request removals for past employees after 30 days.

4. Education and Communications

- Update Staff regarding any new systems, outages status, security risks.
- May provide training materials and/or courses for new systems, or job enhancing software.
- Coordinate the Security and Fraud risks presentation from Techie Avengers to Staff annually.
- Report any SPAM, Phishing or other fraud attempts to Management and Techie Avenger, and help Staff to identify risks.
- Reset email passwords when requested. Educate Staff on Password Management program.

5 Other Tasks

- As assigned by the Finance Manager and/or as required depending upon project, client and workflow needs.
- Ensure coordination with Office Admin on office systems such as phones, copiers, WIFI, postage meters, etc. and provide backup support if needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Experience with computer equipment, software programs, and printers
- Proven success in a technical position with solid data management skills
- A team player with high customer service standards. Commitment to ensuring staff have the tools they need to complete their jobs.
- Able to work independently.
- Able to communicate effectively to all levels of the organization both in written and verbal skills.
- Mid level user with MS Office Suite and Outlook.

Education and/or Experience: A highschool diploma and 1-2 years at a technical college with an IT focus, or related work experience.

Physical Demands and Working Conditions: The physical demands are representative of those that must be met by an employee in a business office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an office environment with a low noise volume.
- While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor.
- Local travel may be required from Property to Property.
- An individual must be able to lift up to 25 pounds.

Salary \$29/hr for 20 hours/week and an annual bonus of up to 10% of wages based on the organization meeting performance goals.

Benefits include partial medical, dental, and vision coverage, and employer contribution toward a 401a retirement plan, and a PTO package. Also available is the opportunity for a hybrid work schedule between home and the office.

This job description generally describes the principal functions of the position, general scope of responsibility, and level of knowledge and skills typically required. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relieve other staff, equalize peak work periods, or otherwise balance the workload as needed.

Employee Signature

Date

SCIDpda Mission: To preserve, promote and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood.