

Coalition of Essential Schools Northwest

Technology Manager Job Description



Background

The Coalition of Essential Schools Northwest (CESNW) was created in 1996 to help create and sustain public schools characterized by personalization, equity, and intellectual vibrancy.

We work in public schools and districts that have made a commitment to improve substantially the level of achievement of each student through the redesign of school and system practices and changed professional practice. We believe we can best realize our mission by working directly with adults to build their capacity to lead, work in, and serve the kinds of schools we envision.

Responsibilities

The Technology Manager reports to the Director of CESNW and works to ensure the smooth operation of office technology. Specifically, this position supports the organization's mission in the following ways:

Required Job Duties

- Managing an office of Macintosh computers, including an Xserve file server. This includes updating software and print drivers, managing AppleShare user accounts, occasional hardware upgrades or repair, and advising management on technology purchases.
- Managing the office network needs, which may include troubleshooting e-mail issues, adjusting firewall rules, and dealing with Internet service providers.
- Administering about a dozen e-mail listservs using Mailman.
- Administering existing MeetingMaker calendaring system.
- Monitoring (and adjusting, as necessary) existing back-up procedures.
- Updating existing web content within the bounds of existing web sites (without the use of WYSIWYG editors).
- Supporting field-based CESNW staff with their technology needs, such as accessing network resources from outside the office; printing; and general computer troubleshooting.
- Providing as-needed assistance at CESNW-run meetings, including audio/visual setup and support, filming, photographing, etc.
- Investigating new technology tools and approaches that might increase the organization's effectiveness.
- Supporting the organization in other ways as they become apparent.

Additional Job Duties

The nature of this position is such that other technology projects often arise. Therefore, knowledge in any or all of the following areas is considered a plus:

- Graphic design (e.g., creating logos in Adobe Illustrator, etc.)

- Publication production (e.g., designing newsletters in Adobe InDesign, knowledge of pre-press methods, etc.)
- Minor database management (e.g., can write simple MySQL queries, create/update FileMaker Pro databases, etc.)
- Video editing (e.g., converting VHS video to DVD; editing and creating titles for short video projects; preparing video for web use, etc.)
- Online collaboration (e.g., video conferencing systems, shared writeboards, project management, etc.)

Requirements:

The successful candidates must:

- Have earned a two- or four-year degree
- Possess excellent communication skills, both written and oral;
- Demonstrate patience in dealing with those whose primary focus is not technology;
- Have a broad understanding of computer and technology concepts;
- Organize his/her time in a self-directed manner and be able to consistently meet assigned deadlines; and
- Manage multiple projects simultaneously, both individually and as part of a small office team.

About this position

Term and hours

This is a half-time position, with the possibility for increased time as the organization's needs change. Hours are flexible, though time spent each day in the office is preferred.

Salary

Commensurate with experience.

To apply

E-mail or fax your résumé to:

Brinnie Ramsey
7900 E. Green Lake Dr. N., Ste. 212
Seattle, WA 98103
brinnie@cesnw.org or fax 206.812.3190

No phone calls, please.

Deadline: Position is open until filled.

CESNW is an equal opportunity employer that seeks a workforce representing the diversity of the schools that we serve. Accordingly, CESNW prohibits discrimination based on race, color, ethnicity, national origin, religion, sex, gender (including gender identity), sexual orientation, marital status, age, physical and/or mental disability, medical condition, military service and/or veteran status, and all other characteristics protected by federal, state or local law.