

IT DIRECTOR



DESCRIPTION

MEER (Mirrors for Earth's Energy Rebalancing) seeks a highly skilled IT professional with a minimum of 5 years in a similar role for any sized company for the volunteer post as IT Director responsible for all of MEER's technology needs, including all data security issues, website maintenance in cooperation with the members of core leadership team, email environment, etc., with the possible support of an IT Assistant. As a small organization, we anticipate a workload of only a few hours per week at most after an initial review of systems and the likely need for immediate improvements. The candidate must be fluent in English and should be committed to at least 12 months for this post.

RESPONSIBILITIES

- Attend occasional meetings with members of the core leadership team
- Foresee & manage data security issues
- Recommend improvements to the website, including SEO improvements
- Work as Zoom technical driver for our MEERTALK public online meetings (typically monthly on Sundays)
- Work with the Director of Communications to choose and establish an appropriate platform for internal communications
- Set up Eventbrite online public meetings

SKILLS AND QUALIFICATIONS

- Successful track record in data security
- Experience with Google Workspace, managing email accounts
- Familiarity with Zoom recordings and meetings, or willingness and initiative to learn
- Excellent leadership, interpersonal, written and oral communication, and decision-making skills
- Fine attention to detail
- Fluency in English

