



National Association of Black Accountants, Inc.

7474 Greenway Center Drive, Suite 1120

Greenbelt, Maryland 20770

Phone: (301) 474-NABA

Fax: (301) 474-3114

www.nabainc.org

"Lifting As We Climb"

VACANCY ANNOUNCEMENT

Information Technology and Website Coordinator

October 2009

The Information Technology and Website Coordinator is responsible for providing end-user support and the day-to-day administration of the information technology needs of the National Association of Black Accountants, Inc. (NABA). In addition, the coordinator serves as staff liaison to third party technology-related vendors, and provides help desk support, solutions implementation, and Web administration.

Core Responsibilities

1. Troubleshoot, analyze, and provide Help Desk and end-user support for hardware, software and peripheral issues maintaining a high level of responsiveness and minimum backlog of unresolved issues.
2. Install software updates including patches and the latest virus protections in consultation with third-party IT consultant as needed.
3. Performs workstation and network administration and maintenance; support electronic communication systems as required.
4. Perform server backups and maintain appropriate documentation as necessary.
5. Partner with the Manager, Communications to create and maintain Web pages. Provide Web forms and reports based on requests from staff and volunteer leaders.
6. Assist with the association AMS system database administration and develop queries to run reports, statistical information, and conference registrations.
7. Train new and existing staff on proper access to network and use of software and hardware.
8. Coordinate with third-party consultant and outside service vendors for repair and maintenance of computer equipment and acquisitions of new or replacement hardware and software.
9. Administer, maintain, and support the applications, tools, processes, policies, and procedures for the association's online activities including website, content management system, Internet and e-mail-based communication technologies, social networking, electronic surveys, etc.; distribute the association's electronic communications to members and other external audiences.
10. Support pre-Annual National Convention technology planning and provide onsite technology support. This includes working with onsite AV company as NABA's production coordinator.
11. Manage hardware and software inventory, software licenses, equipment warranties, assignment of computers, and ordering of technology-related equipment supplies.
12. Perform other related duties as assigned.

Qualifications

Knowledge typically acquired through:

- Associates degree in computer sciences, technology-based discipline, or equivalent certifications and work experience.
- 2-3 years of experience with hands-on management of information systems, networks and databases, and project management.
- 2-3 years of experience in customer and technical support

"40 Years, One NABA"



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- Experience with associations or professional societies, including experience with information systems typically used for finance, membership management, meeting planning, and other association functions.

Scope and depth of technical skills/knowledge:

- Excellent computer skills and knowledge of Microsoft Office Suite 2007 and other computer applications and social networking technologies and their applications; proficient in HTML; strong Web 2.0 skills
- Basic network knowledge setting up users, configuring printers, establishing server connections and loading network software.
- Strong command of the English language and excellent writing skills

Scope and depth of non-technical skills/knowledge:

- Excellent troubleshooting skills
- Excellent customer service, interpersonal and communication skills
- Self-starter with minimum supervision required
- Flexibility in responding to unexpected demands
- Demonstrated ability and commitment to the team approach in achieving work goals

Salary: Commensurate with experience

Closing Date: Resumes will be reviewed on a continuous basis until the position is filled

Please submit a cover letter, current resume, and salary expectations to resumes@nabainc.org. Please include Technology and Website Coordinator position in the subject line.

Equal Employment Opportunity

The National Association of Black Accountants, Inc. (NABA) is, and has been from its inception, an equal opportunity employer. NABA will not discriminate against any employee or applicant on the basis of sex, race, color, ethnic background, religious belief, national origin, ancestry, age, marital status, pregnancy, sexual orientation, veteran status, actual or perceived, physical or mental disability or history of disability, perceived medical condition, actual medical condition, including genetic condition and the sickle cell trait, pregnancy, pregnancy related conditions, family responsibilities, personal appearance, matriculation, political affiliation, unfavorable military discharge. NABA will comply with all applicable federal and local laws relating to employment as a matter of policy and practice. NABA's policy has always been to hire and to promote individuals solely on the basis of merit and their ability to perform, and to comply in this respect with all applicable laws.

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