

## TECHNOLOGY COORDINATOR JOB DESCRIPTION

### Summary

Intertel's Technology Coordinator oversees the use of Information technology (IT) in the organization, devising the organization's IT strategy by ensuring that all systems necessary to support its operations and objectives are in place.

### Primary responsibilities:

- Chair the Technology Committee\*
- Recruit, train and assist members of the Technology Committee\*
- Evaluate, select and implement suitable technology to streamline all internal operations and help optimize their strategic benefit
- Procure technological software and services from providers
- Analyze the costs, value and risks of information technology to advise the Executive Board and suggest actions
- Assist Executive Board members and Area Coordinators in maximizing effective use of software
- Assign FTP Accounts

\* = Technology Committee

### Operations Manager:

- Ensure the web servers, hardware and software are operating accurately
- Examine and analyze site traffic
- Test different browsers on different computers for access to website
- Assign users to appropriate groups
- Regulate and manage access rights of different user groups
- Oversees troubleshooting, systems backups, archiving, and disaster recovery and provides expert support when necessary
- Interacts with internal clients on all levels to help resolve IT-related issues and provides answers in a timely manner

### Presentation Manager (Webmaster):

- Design Website
- Generate and revise web pages
- Maintain responsive design
- Accept and edit information and documents for inclusion on website

Other committee members as needed