



# Vacancy Announcement

## IT Assistant

Position Title: IT Assistant  
Salary: DOE  
Date of Hire: September 1, 2021 or until filled  
Location: Fairbanks, AK or Remote

### **Scope of Position and Summary:**

The IT Assistant position installs, modifies, updates and makes minor repairs to personnel computer hardware and software systems, and provides technical support to fellow staff. Provide support with Advocacy Product inventory and order fulfillment. Occasionally assist with content updates for organizational website and communications channels under the direction of the Communications Coordinator.

This person will report to the Executive Director and Communications Coordinator. This person will work as a member of a team with other staff, consultants/contractors and the Board of Directors as needed.

Our office is located in Fairbanks, Alaska. We are an equal opportunity employer offering an excellent salary. Position open until filled and dependent on available funding (including grants and other sources). Salary is commensurate with experience.

### **About the AKNWRC:**

The Alaska Native Women's Resource Center is a non-profit Technical Assistance organization dedicated to strengthening local, tribal responses to interpersonal violence through community organizing efforts advocating for the safety of women and children especially victims of domestic violence and/or sexual assault and how it effects our villages and families. Our mission is to uphold the sovereignty of Alaska Native tribal nations so we can restore safety for Native women and their children.

### **Responsibilities:**

- Provides technical support to staff.
- Support with the maintenance of equipment and operations of services.
- Minimal programming of scripts for web application deployments.

- Fill Advocacy Product orders and ship products.
- Assist with posting website content and ensuring accessibility compliance.
- Provide website maintenance and ensure system updates.
- Help prepare digital templates, newsletters and e-blasts for delivery.
- Assist with compiling analytics reports for organization's communications channels (ex. social media, website, and email campaign system).

**Qualifications:**

- Education – A minimum of a high school diploma and demonstrates basic knowledge in information technology or computer science.
- Experience – A minimum of 1 year experience providing technical support or ability to demonstrate application of technical knowledge by presenting a completed project.
- Basic knowledge of infrastructure, application programming, and web & software applications.
- Able and willing to quickly learn and adapt information in a fast-paced project-based environment.
- CMS (WordPress) and HTML experience a plus.
- Must be a detail-oriented person who is very meticulous about their work.
- Be a self-starter as well as able to work as a team member
- Trustworthy
- Excellent time management skills

**Minimum Requirements:**

- Provides technical support to staff.
- Support with the maintenance of equipment and operations of services, including inventory.
- Minimal programming of scripts for web application deployments.
- Fill Advocacy Product orders and ship products.
- Assist with posting website content and ensuring accessibility compliance.
- Provide website maintenance and ensure system updates.
- Help prepare digital templates, newsletters and e-blasts for delivery.
- Assist with compiling analytics reports for organization's communications channels (ex. Social media, website, and email campaign system).
- Setting up and updating virtual meeting platforms
- Assist with Managing Mail chimp, sending out notices and Webinar I
- Assist with in person events AV/IT

Interested applicants may apply by sending a cover letter, resume, and list of three references to Tami Truett Jerue [tami.jerue@aknwr.org](mailto:tami.jerue@aknwr.org)