



## **Technology Manager - Healthy Acadia**

Healthy Acadia, a community health coalition serving Maine's Hancock and Washington counties, seeks an experienced Technology Manager to join a dynamic team passionate about making it easier for all people to lead healthier lives. Reporting to the HR & Operations Director, the Technology Manager provides technical support on various systems and peripherals to all staff, ensuring that all employees have the technology and skills they need to support their work. This position will also provide audio and visual support. Responsibilities include, but are not limited to, IT help desk, training and facilitating staff in IT and AV systems as needed, ordering and inventorying tech equipment, supporting virtual meetings, and providing audio and visual support at events and off site meetings. The right candidate will be highly motivated, have strong demonstrated experience with technology and audio visual, and will engage with staff with positivity and patience, understanding that our team has varying degrees of technological experience and comfort.

### Responsibilities:

- Manage and set-up new tech equipment.
- IT onboarding - train new employees on how to navigate the various systems of their laptop and other office equipment.
- Provide technical support and troubleshooting for laptops, workstations, audio/visual equipment, mobile devices, and systems softwares, including Google Drive, Mac and PC operating systems, squarespace, and other office technology.
- Support and improve software systems to enable staff to work most effectively and efficiently, as well as to maximize cohesiveness among the staff and across all Healthy Acadia's offices.
- Maintain tech equipment and inventory, including serial numbers and location of all equipment assigned to users.
- Utilize a basic understanding of networking and wireless technologies to resolve issues.
- Conduct and manage routine network and data security evaluations.
- Create and implement IT/AV policies and best practice manuals
- Create and implement IT/AV workshops and training programs for staff.
- Coordinate and support AV needs for special events, activities, and occasional virtual meetings.
- Maintain up-to-date knowledge of the latest technology developments.
- Support and promote the mission and vision of Healthy Acadia.
- Manage and complete other duties as assigned.

### Qualifications and Experience Sought:

- Bachelor's degree in Computer Science or related Technology degree and at least 2 years of experience, or commensurate experience required.
- Proficient with PC and Mac computers and various software applications and platforms, including Google Suites, Microsoft Office, and Squarespace.

- Proficient with audio visual equipment.
- Experience with CRM/database management.
- Advanced troubleshooting skills and ability to problem solve.
- Must be patient, personable and approachable, with ability to work with diverse people, and to build and maintain strong working relationships with staff and management.
- Highly self-motivated with the ability to work independently.
- Must possess strong communication skills with the ability to write and speak effectively.
- Be well organized with close attention to detail.

This is a full-time, 40 hrs/week, (exempt) position that is based in Healthy Acadia's Ellsworth or Machias office and offers competitive salary and benefits. Salary range: \$45,000-54,000. Vehicle & travel throughout Hancock and Washington counties required; some statewide travel and occasional weekend and/or evening work expected. Full COVID-19 vaccination or appropriate medical exemption by the prospective employee's start date is a requirement of this position.

**To apply:** Email in a single attached document a cover letter, resume and contact information with three professional references to: [jobs@healthyacadia.org](mailto:jobs@healthyacadia.org). Applications will be reviewed as received through April 28, 2023 or until a suitable candidate is found.

*Healthy Acadia provides equal employment opportunities to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Healthy Acadia takes affirmative action to ensure that applicants and employees are treated fairly during the application process and post-hiring employment without regard to any of these characteristics. Discrimination of any type is not tolerated. Healthy Acadia is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*