

# IT Specialist (part-time)

### Position Description

*The IT Specialist will work in conjunction with the Executive Administrative Assistant and a third-party technical support company to meet the technical needs of the organization. The IT Specialist will assist staff with technical support of desktop computers, applications, and related technology. This position is also responsible for maintaining updates and consistency in computer systems, as well as the maintenance and testing of network servers and associated equipment.*

### Responsibilities

The duties of this position include and are not limited to the following:

- Installing and configuring computer hardware (primarily Dell), operating systems (Windows 7/Windows 10) and applications (such as Adobe, MS Office, and others)
- Monitoring and maintaining computer systems, networks, and printers.
- Server management including monitoring and back-up's as needed.
- Troubleshooting desktop, server, and network issues.
- Setting up new users' accounts in Active Directory, Office 365, and VPN.
- Recommending or performing upgrades on systems to ensure longevity.
- Coordinating with management to purchase hardware and software.
- Software license maintenance and renewal.
- Maintain up-to-date SOP's

### Qualifications and Requirements

- Ability to troubleshoot office networking and printer support.
- Ability to complete PC hardware repair, ex. RAM and Hard Drive changes.
- Experience with Windows Server and Microsoft Exchange server configuration and troubleshooting.
- Experience removing viruses, malware, and spyware from computers and installing preventative software.
- Understanding of Google Apps Administration.
- Time management skills, including prioritization of task lists and flexibility project management.
- Working knowledge of MS Office 365 and its' interface with desktop Outlook.

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### Qualifications and Requirements (cont'd)

- Excellent verbal and written communication skills.
- Ability to establish and maintain effective working relations with staff and associates.
- Commitment to respecting individual differences and serving diverse population.
- Positive, problem solving attitude with a willingness to provide and seek guidance from team members.
- Passion for ending gender-based violence.

### DVSAS Mission

The Mission of DVSAS is to support individuals affected by domestic violence and sexual assault and to lead the community toward ending those abuses of power.

### Pay Range

This is a part time (5—8 hours per week) hourly position, paying \$25-\$30 per hour. Occasional hours may be offered on an individual project basis. Starting salary generally begins in the bottom third of the salary range.

### How to Apply

Submit a resume, cover letter, and application (found at [DVSAS.org](http://DVSAS.org)) to [Mhoglund@dvsas.org](mailto:Mhoglund@dvsas.org).

 **DVSAS** Domestic Violence and  
Sexual Assault Services  
*ending violence, transforming lives*

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**TOLL FREE**  
**1.877.715.1563**  
**24 HOUR HELPLINE**  
**1.360.715.1563**

accepts 711 and other relay calls  
Se habla español.