



## **Information Technology Specialist**

Location: Blue Lake, California

Start Date: TBD | Compensation: \$32–\$37/hr (DOE)

Schedule: Part-Time

**IERC Mission:** To perform ecological research and compile, organize, and disseminate the results of this research to increase scientific knowledge for the public, advance the management and conservation of wildlife species and their communities, and enhance overall ecosystem health and conservation.

**Position Summary:** The IT Specialist is IERC's hands-on technical backbone, keeping everyday technology reliable and secure while leading key modernization projects, including the migration from an on-premises NAS to a Microsoft 365 cloud model with on-site backup. The role combines systems administration, end-user support, and cybersecurity hygiene in a small, mission-driven nonprofit. The IT Specialist works closely with the Directors and staff, translating organizational needs into sustainable, well-documented systems and clear user guidance, and balances strategic planning with practical execution.

The duration of the position is estimated to be 16 months. This position is based on grant funding and will be periodically reviewed for extension and is offered on an at-will basis, consistent with California law.

## **Key Responsibilities**

### **Microsoft 365 Administration (35-45%)**

- Administer Microsoft 365 and Entra ID (Azure AD), including user lifecycle, licensing, security groups, MFA, Conditional Access, and identity governance.
- Configure and maintain Exchange Online, SharePoint, Teams, and OneDrive; implement device encryption, patching, and email security.
- Use PowerShell and Microsoft Graph (or comparable tools) for light automation, reporting, and bulk administrative tasks.
- Plan and lead the transition from on-premises NAS to a hybrid local-and-cloud storage model (e.g., SharePoint, OneDrive, Azure Files), including information architecture, permissions, sync strategy, retention, backups, and user training.
- Document architecture, processes, and user guidance to support long-term stewardship of research data.
- Configure and maintain SharePoint access controls and audit logging to provide staff with transparent, reviewable records of user activity within designated folders.

- Manage staff onboarding and offboarding for electronic equipment and accounts—ensuring email archive retention, Teams chat preservation, OneDrive file transfer, and timely license reassignment or deactivation in accordance with IERC data governance policies.

### **Hardware Lifecycle Management (25-35%)**

- Provision and configure new laptops and desktops from unboxing through full deployment, including Microsoft 365 account creation, Outlook and Teams setup, OneDrive sync, and device security enrollment, ensuring each staff member is fully operational from day one.
- Provide responsive Tier 1 and Tier 2 end-user support across Windows and macOS environments.
- Standardize, purchase, deploy, and support peripherals; manage asset inventory, warranties, and RMAs; maintain spares and loaner equipment.
- Set up and support conference room A/V, printing, and hybrid or remote workstations.
- Coordinate technical integrations so that field data collection tools work smoothly with IERC's storage systems and workflows.

### **Security, Data Protection & Compliance (10-20%)**

- Promote security best practices (MFA, secure sharing, password management) and conduct phishing simulations and security awareness reminders for staff.
- Maintain an incident response playbook and serve as first responder for suspected security incidents.
- Implement and test cloud and on-site backups, retention policies, and restore procedures.
- Apply appropriate controls for sensitive or restricted datasets (including potential law-enforcement-sensitive data) and align with IERC policies, data-sharing agreements, and grant requirements.

### **Network Fundamentals, Vendor Coordination (5-10%)**

- Coordinate ISP, firewall, Wi-Fi, VPN, VLAN/guest network, DNS/DHCP, and SSL/TLS certificate management; engage managed service providers (MSPs) for specialized projects.
- Source quotes (including nonprofit pricing), manage software and service renewals, and support grant-related technology budgeting.
- Coordinate with external IT contractors and vendors to ensure digital data collection platforms and modules integrate with internal systems.

### **Web Presence and Digital Platforms (5-10%)**

- Support the conceptual design and integration oversight of IERC's public-facing website, ensuring applications, plugins, and platform dependencies remain current, functional, and properly configured.
- Serve as a first responder for website instability or outages, coordinating with vendors or hosting platforms to restore functionality with minimal disruption.

- Oversee and streamline IERC's digital platforms—including website infrastructure, online store integrations, and associated vendor or third-party services—ensuring platform stability, accurate content and listing updates, and a reliable, professional public-facing presence.

### **Documentation and Staff Enablement (ongoing)**

- Maintain clear documentation of systems, configurations, and procedures.
- Provide staff training and reference materials calibrated to varied technical comfort levels.

### **Minimum Qualifications**

- Two or more years of hands-on IT administration experience in a small-team or solo-admin environment; nonprofit or research experience a plus.
- Relevant Microsoft certifications (e.g., MS-900, MD-102, MS-102) or equivalent demonstrated hands-on experience.
- Demonstrated Microsoft 365 administration experience (Exchange Online, SharePoint, OneDrive; Intune/endpoint fundamentals).
- Proven experience with server-to-cloud migrations (e.g., SharePoint and OneDrive, Known Folder Move, drive-mapping strategies).
- Strong written and verbal communication, documentation, and training skills, with the ability to support non-technical users effectively.
- Valid California driver's license and a clean driving record (occasional travel to local sites and vendors using organization vehicles).

### **Preferred Qualifications**

- Associate or bachelor's degree in Information Technology, Computer Science, or a related field.
- Familiarity with data governance and classification, handling restricted datasets, and basic incident response.
- Scripting and automation (PowerShell), light Microsoft Graph or API reporting, and familiarity with Azure Files or cloud-hybrid storage appliances.
- Experience with nonprofit tooling (donor CRM, bulk email), PCI-aware workflows, and conference room A/V.

### **Benefits Package**

- Paid sick leave consistent with California's labor laws.
- Paid time off in accordance with IERC policy.
- Eligibility for additional benefits as outlined in the IERC Employee Handbook

### **Deadline to Apply: May 25, 2026 @ 2359hrs PDT**

Please submit all application materials to [hiring@iercecolgy.org](mailto:hiring@iercecolgy.org), subject title "IT Specialist 2026".

- 1) Current resume or CV
- 2) **1-page cover letter** summarizing your relevant experience and qualifications for this position.
- 3) Submit 3 professional references (no more than 1 academic reference) who have knowledge relevant to your qualifications.