

Highbridge Voices seeks IT consultant

Highbridge Voices is a non-profit, afterschool musical and academic program located in the South Bronx that serves 126 students, ages nine to eighteen. The IT Coordinator is a supervised, in-person position that supports the staff and student IT needs of Highbridge Voices.

RESPONSIBILITIES:

- Respond to help requests via telephone, text, and email
- Troubleshoot and resolve hardware, software, printing, network, wireless and internet connectivity, NAS, etc.
- Make recommendations for software and hardware purchases to Executive Director.
- Maintain on-site backup
- Network oversight and management
- Internet and wireless connectivity oversight and management
- Install, configure, and maintain software, hardware, and related peripherals
- Provide support for Windows 10, Microsoft Office 2017, GoogleSuite
- Provide support for secure remote access of network via TeamViewer, LogMeIn, or other similar products.
- Provide additional software support including antivirus, Adobe Pro, and the Adobe creative suite
- Software image creation, deployment, and maintenance
- Basic hardware repairs computers, printers, and peripherals
- Maintain software inventory and licensing compliance
- Maintain hardware asset inventory
- Ability to work calmly with individuals with varying levels of technological expertise
- Ability to explain highly technical concepts in easy to understand terms
- Other related projects/tasks, as assigned

SCHEDULE: Exact schedule is flexible. This is a freelance consulting position. It is estimated that there will be 6 hours of work initially to do a review of our current assets, issues, and needs. After the initial work has been done, we estimate the consultant will work an average of four hours per month on site, and an additional one to two hours remotely.

COMPENSATION: \$85/hour, billed in 15-minute increments. 2-hour on site minimum.

QUALIFICATIONS:

Previous work experience in IT support
Good oral and written communication skills
Capability to work in an environment in which demands and priorities change rapidly
Proactive, self-motivated, aware of surroundings, and detail oriented
All employees are subject to a background check and random drug testing

HOW TO APPLY

Please send an email to jobs@highbridgevoices.org expressing your interest in the position with your résumé and a list of three professional references (one from a similar work experience) attached as a .pdf or MS word document. In the subject line please write:

IT Coordinator – *YOUR LAST NAME*

This position will remain open until filled and interviews will be held on an ongoing basis. All properly submitted résumés will receive an email acknowledgement. NO CALLS PLEASE

ABOUT HIGHBRIDGE VOICES

The mission of Highbridge Voices is to use the performing arts to inspire excellence in the lives of children, ages nine to seventeen, living or attending school in the Highbridge community, and then to facilitate the transfer that experience of excellence into academic performance. Each semester, 120 students participating in the Concert Choir program prepare a full-length concert comprised of classical, folk, Broadway, and popular choral music and performed in a number of different languages. This is the musical focal point of the program. Weekly, students spend eight hours in music program related activities.

Students also spend eight to ten hours each week participating in academic activities that range from test prep sessions for New York State Standardized Tests and regents exams, to SAT prep classes and one-on-one tutoring. Highbridge Voices dedicates significant resources to its academic program and is committed to providing a high-quality, well-organized tutoring experience designed to facilitate measurable improvements in the academic performance of its students.

For more information about our organization, please visit www.highbridgevoices.org .

Highbridge Voices is an equal opportunity employer and does not discriminate on the basis of race, sex, age, religion, or sexual orientation.