IT ADMINISTRATOR

FULL-TIME

Farmers Conservation Alliance (FCA) is a 501(c)(3) organization that operates at the intersection of agriculture, water, and energy. The IT Administrator will help to grow our technology footprint as the scope and scale of our work evolves. In addition, they will work closely with FCA staff and contractors to develop and implement our technology strategy. An ideal candidate would be able to communicate and execute broad strategies to effectively manage technology projects and explain relevant technology concepts to a non-technical audience.

WHEN YOU WORK WITH US, HERE'S WHAT YOU'LL FIND

Our staff of over 40 strategy consultants, funding specialists, technical professionals, and public policy experts believe that everyone can win – farmers, rivers, and communities. We formed 15 years ago to successfully bring an innovative fish screen technology to market. This farmer-developed technology, now known as the Farmers Screen, helps to keep fish and debris in rivers and out of water supplies.

Since that time, our work has expanded to include the Irrigation Modernization Program—an innovative program to help farmers and ranchers modernize all aspects of their water delivery systems. Staff work with water users, agencies, and organizations to design, finance, and implement large-scale solutions and technologies that improve water delivery systems, reduce operation and maintenance costs, and generate fish-friendly hydropower.

Our headquarters in Hood River, Oregon, inspires staff in both their professional and personal lives. Hood River's abundant apple, pear, and cherry orchards and salmon-bearing streams provide daily context for our work. And Hood River's one-hour commute to Portland provides staff with easy access to a regional transportation hub, facilitating travel to and from our headquarters.

SO THAT'S US. NOW ABOUT THE WORK

The IT Administrator will play a crucial role in maintaining, troubleshooting, and administering the diverse systems that our organization utilizes. The successful candidate will be tasked with ensuring the seamless operation of our IT systems, as well as providing top-notch technical support to our internal teams.

The IT Administrator will be responsible for the maintenance, troubleshooting, and administration of our various technology systems. These systems include but are not limited to Box, Google Workspace, Microsoft365, Asana, Salesforce, Slack, and other systems as needed. The successful candidate will have a strong understanding of these systems and the ability to quickly adapt to new technologies. They will be

responsible for managing users and data in these systems, managing their configuration and customization, and troubleshooting any issues that may arise with their use.

Additionally, they will collaborate with our IT Administrator to identify and implement new systems and policies as needed. As these new systems and procedures are developed, the IT Administrator will create and maintain comprehensive documentation for all IT procedures and system configurations.

ESSENTIAL DUTIES

- Manage FCA's information technologies and their integrations, including platforms such as Salesforce, Asana, Slack, Box, Google Workspace, Microsoft Office 365, and Zoom
- Lead staff trainings on relevant technology platforms to ensure their successful adoption and use
- Provide technical support to internal teams, addressing and resolving all IT related issues and requests in a timely manner.
- Maintain and administer our IT systems, ensuring optimal performance and efficiency.
- Track and manage our team's software and hardware usage, ensuring all assets are accounted for and functioning properly.
- Develop, implement, and document IT policies and best practices for the organization.
- Collaborate with our teams to understand their needs and implement new technologies or improvements as required.
- Maintain a thorough knowledge of our system infrastructure and provide guidance and training on its use.
- Assist in cataloging FCA's digital assets

A QUALIFIED CANDIDATE WOULD HAVE, AMONG OTHER ASSETS

- Clear experience and/or formal education and training in computer science, information technology, information systems, or a related discipline
- Comprehensive knowledge and hands-on experience with IT systems, networks, and associated technologies
- Ability to learn and self-teach new systems, software, and tools
- Experience administering, developing, and maintaining Salesforce instances
- Experience in and/or knowledge of database administration and network administration
- Thorough understanding of IT administration and system security best practices
- Strong oral, written, and online communication skills, including the abilities to explain relevant technology concepts to non-technical audience, effectively present information and respond to questions from staff across the organization
- Strong problem-solving skills and ability to handle a fast-paced work environment

INTERESTED? SOME FINE PRINT ABOUT JOINING OUR TEAM

We provide a competitive salary, vacation, insurance, and retirement package, and we believe that happy staff deliver the best outcomes. As such, we provide flexibility for staff to spend time doing what they love.

This position will be based out of our Hood River office, with an expectation of work in the office an average of three days each week, with remote work possible other days. We are an equal opportunity employer and value diversity. All employment is based on qualifications, merit, and business need; qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

TO APPLY

To apply for the position of IT Administrator, please submit an attached cover letter and resume to info@fcasolutions.org with "IT Administrator" as the subject of the email. Please do not contact FCA staff directly about this position.

Applications should be addressed to:

Julie Davies O'Shea, Executive Director
Farmers Conservation Alliance
102 State Street
Hood River, OR 97031

Position is open until filled