

## **Community Action Kentucky – Information Technology Specialist**

We're Hiring! Community Action Kentucky is looking for qualified individuals to join our team. CAK is the State Association for Kentucky's 23 Community Action Agencies. We offer participation in the KRS/CERS retirement plan, health insurance and other benefits to eligible employees. As a 501(c)(3), employees may be eligible to participate in the Public Service Loan Forgiveness (PSLF) program for student loans.

### **We're interested in people who:**

- Will strengthen Kentucky's Community Action Network.
- Display strong Customer Service skills.
- Demonstrate that team success is their success.
- Love using technology to solve problems.
- Enjoy solving problems and are driven to continuously improve.
- Love learning new things and enjoy sharing their knowledge with others.

### **Examples of Duties:**

- Maintain CAK's computer network including: firewalls; servers (physical and virtual); PCs, laptops, etc.; VOIP and mobile computing devices.
- Manage CAK's Office 365 and Azure infrastructure including cloud based email, file storage, servers; cloud backup.
- Participate in managing CAK's IT Security program including antivirus, intrusion detection, mobile device management and implementing security policies and measures.
- Participate in the planning and implementation of new IT initiatives including software and hardware deployments.
- Help users understand and adapt new technologies to improve business operations.
- Provide end-user support for CAK's software systems and tools.
- Troubleshoot and resolve IT related issues.

### **Job Requirements:**

- Associates or higher degree in Information Technology, Computer Information Systems, Computer Science, Business Technology, IT administration or IT security or other related field preferred. Equivalent work experience, training or certificates may be substituted for education.
- The ability to think independently, solve problems, organize tasks, and efficiently handle multiple assignments at once with little supervision.
- Embrace and use technology.
- Demonstrate an attention to detail and accuracy.
- Display strong Customer Service skills.

### **To Apply:**

Email resume to: [ITS2017\\_06@capky.org](mailto:ITS2017_06@capky.org)