

ADHD PEI IT Support JOB DESCRIPTION

EMPLOYER INFORMATION

Name: ADHD PEI

Address: 314 Buell Rd, Mermaid, PE, C1B 0V2

Phone: 902-978-0351

E-Mail: contact@adhdpei.ca

POSITION DETAILS

Job Title: IT Support

Reports to: Admin Team Coordinator; supervisory review of position: midterm. Final review at the end of the term.

Job Location: Primarily Work From Home

Start Date: January 15th, 2024

End Date: Dec 15th, 2024

of Hours: Varied, Estimated 10 Hours per Month

JOB DESCRIPTION

Purpose of position: The online presence of ADHD PEI has outgrown our current email and file management systems.

Objectives: In 2024, the IT Support person will assist with updating the Wix site that we currently have and expanding it to include a member only community message board section. They will also work with the Executive Director and the Board to update our cybersecurity policy, and ensure our software programs are as effective as possible for an organization of our size.

RESPONSIBILITIES AND DUTIES

- Conduct a comprehensive review of our software and provide
- Help with crafting policy for good online security.

- recommendations to increase efficiency
- Update the website to include a community message board
- Provide tech support/liase with hired professionals to fix problems as they may arise

QUALIFICATIONS / REQUIREMENTS

- Good communication skills
- Personable and professional
- Experience with website design
- Basic cyber-security experience
- Dependable
- Attention to detail and organization are key skills