

Job Description: IT Administrator

The Central Conference of American Rabbis is seeking an experienced IT Administrator to be responsible for the administration, planning and implementation of internal/external technology systems, infrastructure, software, hardware, web-based content, and database, as well as networking and backup systems. The IT Administrator will report directly to the Chief Executive of the CCAR, work in conjunction with the Director of Operations/Controller, and support the work of the other senior staff, the elected leaders of the CCAR and other members.

General areas of responsibility, including but not limited to:

- Administration of email, web, database, Windows server 2003 & 2008, blogs, as well as networking and backup systems.
- Management of IT issues (Blackberry, SharePoint, server, database, and laptops).
- Desktop support (hardware & software).
- Maintain office equipment, telephone system, mailing machine, copiers, computer systems, and lights.
- Maintain subscriptions with service web sites such as Constant Contact, GotoMyWebinar, Basecamp, domain names, Conference America, and pbWiki.
- Assist staff in electronic communications ranging from mail merge to other MS Office issues.
- Organize and lead training of staff members and help them build their technical skills.

Qualifications, including but not limited to:

- Working knowledge in Microsoft Windows operating system (XP, server 2003 & 2008), Exchange server, Salesforce, SharePoint, websites (Plone, CSS and HTML), MS Office, Mac OSX, office mail merges, troubleshooting and Blackberry Enterprise.
- An earned Bachelor's degree; an earned graduate degree or at least some graduate work preferred.
- Excellent verbal and written communication skills.
- At least 2-3 years experience, preferably in non-profit.

The Central Conference of American Rabbis (CCAR), founded in 1889, is the oldest and largest rabbinic organization in North America. As the professional organization for the Reform Rabbis of North America, the CCAR projects a powerful voice in the religion life of the American and International Jewish communities. The CCAR also fosters excellence in rabbinic leadership and serves the Jewish community through programs, support services and resources. To this end, the CCAR operates a number of lines of business including continuing education programs, an annual convention, a placement department and the CCAR Press. All of these areas present opportunities for support, fundraising and other revenue enhancement.