



**TITLE:** Technology Coordinator  
**DEPARTMENT:** Operations  
**REPORTS TO:** Chief Financial Officer/Chief Administrative Officer

### **SUMMARY**

As a member of the operations team, the Technology Coordinator plays a key role in leading and supporting the organization's technology and network. The Technology Coordinator has overall responsibility for the technological functions of Harlem RBI. S/he will also be responsible for the technology support of an affiliated Charter School. The Technology Coordinator demonstrates a strong commitment to the mission and values of Harlem RBI provides an enduring commitment to over 700 youth throughout their childhood and adolescence, and a stable and inspiring environment where these children can play, learn, and grow.

### **Essential Duties and Responsibilities**

- Desktop windows administration and support
- Help desk/training on Windows
- Administering several Linux servers (Debian)
- Administering Samba/Windows File sharing
- Administering an LDAP directory
- Maintaining a lab of laptops running Ubuntu Linux

### **Minimum Education/Experience Requirements**

- Bachelor's degree in IT or related field from an accredited college, relevant Associate's Degree and Certificate Program, or comparable work experience required
- 2+ years of GNU/Linux experience in a business environment
- systems administrator who also works well with end-users
- Love of troubleshooting
- Excellent verbal, written and interpersonal skills, and the ability to communicate technical information to staff
- Dedication to the mission and an interest in working with a diverse service population
- Experience administering Apache/Web server preferred
- Experience administering a Postfix/Courier email server preferred
- PHP programming skills preferred
- Drupal/web development skills preferred
- Experience with school and educational technology needs desired

### **How to Apply**

Please send cover letter, resume and salary requirement (with subject line "Tech Coordinator") to: [rkala@harlemrbi.org](mailto:rkala@harlemrbi.org)