

THE POSITION

Title: Web & IT Administrator
Location: New York City
Compensation: Commensurate with experience



The Committee of 100 is seeking a full time Web & IT Administrator. The Web & IT Administrator will perform a broad range of responsibilities in the development and maintenance of the C-100 Office websites and Information Technology system. This includes designing and developing company dynamic websites in PHP, providing technical support for a combination of desktop, Windows Server and network hardware, software and peripheral equipment; upgrading existing hardware and software; correcting reported hardware and/or software problems; integrating and maintaining system-wide databases; and maintaining local area network, security system, telecom.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Design, develop and maintenance of several C-100 websites, including C-100 gallery, C-100 YouTube channel, C-100 mentoring website, C-100 Annual Conference websites, C-100 E-Newsletter weblog and C-100 Online Registration Management System
- Responsible for graphic design, photo editing, video editing, video conversion, FTP server, monthly newsletter design and publishing, CD and DVD creation etc.
- Configure, install and administer network infrastructure that support staff of 15~20 persons
- Oversee all platform communications and act as sole technical resource and primary point of contact for electronics repair, system domain, workstations desktop, printers and telephone administration
- Responsible for addition and changes to user desktop, email, software update, hardware update
- Recommend, research, purchase and install the equipments for C-100 office

PREFERRED KNOWLEDGE AND SKILL

- Proficient in PHP, HTML, MySQL, CSS, XML, JavaScript, Ajax is preferred
- Able to make clean designs, both CSS only and image-intensive websites; able to develop a website from scratch (Annual Conference Website)
- Graphic design abilities a must; proficient in Photoshop
- Excellent skills in Microsoft Server 2000, 2003, 2007, Microsoft Windows XP, Microsoft Office Products, Exchange Outlook Email
- Understanding of Local Area Network (LAN), TCP/IP

- Excellent communication skills, adept at debugging/troubleshooting

QUALIFICATIONS

- Candidate must have minimum 3 years work experience
- Computer Science Major or related field