



## Community Health-In-Partnership Services (CHIPS) IT Coordinator Position Description

### IT Coordinator Responsibilities Include:

- Part-time/on-call position
- Instituting protocols for the use of IT across departments and projects
- Providing advice on the most suitable IT choices
- Providing technical support or training for systems and networks

**Job brief:** CHIPS is looking for a skilled **IT coordinator** who will maintain our information technology systems and networks. You will perform both technical and administrative tasks to ensure functionality and efficiency of computer and telecom systems.

**IT Coordinator Job Duties:** An IT coordinator must be knowledgeable in software, hardware and networks. They must be critical thinkers and problem-solvers with great attention to detail. Since end user support and teamwork are important aspects of the role, excellent communication and people skills are required.

### Responsibilities

- Institute protocols for the use of IT across departments and projects
- Provide advice on the most suitable IT choices
- Provide technical support or training for systems and networks
- Act as link between end users and higher level support
- Install and configure software and hardware (printers, network cards etc.)
- Monitor system and network performance
- Perform troubleshooting, repairs and data restoration
- Performance maintenance activities (e.g. backups)
- Maintain licenses and upgrade schedules
- Collaborate with other professionals to maintain standards and functionality

### Requirements

- Proven experience as IT coordinator or similar role
- Experience in network management and help desk support is appreciated
- Solid knowledge of IT systems and applications
- Understanding of TCP/IP protocols and LAN/WAN configuration
- Ability to troubleshoot and repair issues
- Strong communication and interpersonal skills
- Great attention to detail
- Excellent organizational and coordination abilities
- BSc/BA in information technology or computer science is preferred
- Certification (CompTIA Network+, CompTIA Security+ etc.) is a plus

**Compensation:** Competitive hourly rate.

**To Apply:** Visit [www.chipsstl.org](http://www.chipsstl.org) to learn about CHIPS. Send resume to [info@chipsstl.org](mailto:info@chipsstl.org).

***All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or national origin.***