IT Team Member

Job purpose

To support the wider Kiwiburn Team in the ongoing maintenance and development of our IT tools and security practices, along with providing support to other volunteers with IT-related queries.

Key Responsibilities

- Systems Administration (AirTable, Google Workspace, Slack, Asana).
- Help develop and structure our Event Management System database (in AirTable).
- Help build and maintain a front-end portal for our EMS database.
- Assist team members with IT and security queries.
- Help develop Kiwiburn's IT protocols and processes.
- Be proactive in improving, adjusting, and helping develop our tech stack and security.
- Be available regularly via email.

Working Relationships

- Webmaster & IT Team
- Communications Facilitator (as your Department Lead)
- ExCom, Team Leads and Volunteers (offering support)

Time Commitment

- *Year round:* 0 - 2 hours per week
- *On site:* Minimal

Necessary Qualities, Knowledge and Experience

- A variety of IT disciplines such as server management, front-end coding, security.
- Good with databases and information architecture.
- Good written and verbal language.
- Ability to communicate complex systems in an easy-to-understand manner.
- Regular internet access.
- Responsive to email communications.
- Reliability.
- Good understanding of Kiwiburn and worldwide Burner culture.