

### IT Team Co-Lead

#### Job purpose

To support the IT Team to triage our mission critical IT requirements as well as the ongoing maintenance and development of our IT tools and security practices. The IT Team Co-Leads are also responsible for spearheading new development projects, and ensuring sufficient IT team resources so that the wider Kiwiburn Team of volunteers receive timely support with their IT-related requests.

#### Key Responsibilities

- Help develop Kiwiburn's IT protocols and processes.
- Recruit and lead the Kiwiburn IT volunteer team.
- Manage Systems Administration decisions (AirTable, Google Workspace, Slack, Asana).
- Help develop and structure our Event Management System (EMS) database (in Airtable).
- Help maintain and develop a front-end portal for our EMS database.
- Be proactive in improving, adjusting, and helping develop our tech stack and security.
- Be available regularly year-round via email and Slack, or ensure there is adequate cover when unavailable.

#### Working Relationships

- Secretary (ExCom)
- IT Team Co-Lead, IT Team 2IC and IT Team (12 - 14 IT roles, including the 2 x Co-Leads)
- Admin Team
- Other Kiwiburn Team Leads and Volunteers (offering support)

#### Time Commitment

- **Year round:** 4-8 hours per week (for each Co-Lead)
- **On site:** Minimal, just be available

#### Necessary Qualities, Knowledge and Experience

- Good with databases and information architecture.
- A variety of IT disciplines such as server management, database administration, front-end coding, security.
- Good written and verbal language.
- Ability to communicate complex systems in an easy-to-understand manner.
- Regular internet access.
- Responsive to email and Slack communications.
- Proactive communication style - comfortable communicating clear expectations up front and asking for support as needed.
- Good understanding of Kiwiburn and worldwide Burner culture.