IT Team 2IC

Job purpose

To support the IT Team Leads with triage of our mission critical IT requirements as well as the ongoing maintenance and development of our IT tools and security practices. Support the IT Team Lead and provide feedback with respect to new development projects. Ensure there are sufficient IT team resources so that the wider Kiwiburn Team of volunteers receive timely support with their IT-related requests.

Team leadership support

- Deputise for the IT Team Lead if/when required (for example, due to absence).
- Provide support to your team in achieving their goals for the annual Kiwiburn event.
- Help to create a collaborative and inclusive team culture where people are inspired to contribute and make a difference for the Kiwiburn community.
- Communicate and consult with your team, and wider Kiwiburn teams as appropriate, on any key decisions that affect them.
- Contribute to annual team planning and Kiwiburn event planning.
- Engage with the regular review and improvement of IT Team practices.
- Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).

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 and Slack.

Working Relationships

- IT Team Co-Leads and IT Team
- Admin Team
- ExCom, Team Leads and Volunteers (offering support)

Time Commitment

- **Year round:** 4 - 8 hours per week
- **On site:** Minimal, just be available

Necessary Qualities, Knowledge and Experience

- Good with databases and information architecture, front-end coding or security.
- Collaborative and comfortable giving and receiving feedback.
- Good written and verbal language.
- Regular internet access.
- Responsive to email and Slack communications.
- Proactive communication style - comfortable communicating clear expectations up front and asking for support as needed.
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the Memorandum of Understanding for more information.
- Good understanding of Kiwiburn and worldwide Burner culture.