IT Administrator (Cloud Services)

Company: Science for Georgia
Location: Atlanta, Georgia (Hybrid - <25% on-site)
Position Type: Part-Time (~8 hrs./week)
About Us: Science for Georgia is a small but impactful non-profit organization dedicated to science advocacy. We are seeking a motivated **IT Administrator** to join our team. As an IT Administrator, you will play a crucial role in managing our cloud resources across Azure, AWS, and Microsoft 365. You'll oversee our WordPress instance in addition to other resources, ensuring seamless operations and security.

Responsibilities:

1. **Cloud Resource Management:**
   o **Azure:** Deploy, configure, and maintain Azure resources, including virtual machines, storage accounts, and networking components.
   o **AWS:** Manage AWS services, such as EC2 instances, S3 buckets, and VPCs.
   o **Microsoft 365:** Administer user accounts, licenses, and security settings within Microsoft 365 (Office 365).
2. **WordPress Administration:**
   o Maintain and optimize our WordPress website, ensuring uptime, security, and performance.
   o Install, configure, and troubleshoot WordPress plugins and themes.
   o Collaborate with content creators to manage website content and updates.
3. **Security and Compliance:**
   o Implement security best practices across all cloud platforms.
   o Monitor and address security vulnerabilities, access controls, and data protection.
   o Ensure compliance with relevant regulations.
4. **Backup and Disaster Recovery:**
   o Set up and manage backup solutions for critical data and applications.
   o Develop and test disaster recovery plans.
5. **User Support:**
   o Provide technical support to staff members for cloud services, Microsoft 365, and WordPress.
   o Troubleshoot issues related to user accounts, permissions, and access.
6. **Documentation and Training:**
   o Maintain detailed documentation for configurations, procedures, and troubleshooting steps.
   o Conduct training sessions for staff on cloud tools and best practices.

Preferred Qualifications:

- Bachelor's degree or equivalent experience in Computer Science, Information Technology, or related field.
- Experience as an IT Administrator, preferably in a non-profit or small organization.
- Certifications in Azure, AWS, Microsoft 365, or an equivalent (e.g., Microsoft Certified: Azure Administrator Associate, AWS Certified Solutions Architect).

- Strong knowledge of cloud services, virtualization, and networking.
- Familiarity with WordPress administration.
- Familiarity with GitHub and git best practices.
- Excellent problem-solving skills and attention to detail.
- Effective communication and teamwork abilities.

Benefits:

- Flexible work hours.
- Optional hands-on training with GIS or data science projects.

If you are passionate about technology, committed to making a difference, and thrive in a collaborative environment, we encourage you to apply! Please submit your resume and a cover letter detailing your relevant experience to amy.sharma@sci4ga.org.