



## Information Systems Coordinator

The Information Systems Coordinator is responsible for day-to day system oversight, support and related to the technological needs of the organization. The Information Systems Coordinator will be the organizational liaison with vendors to assure the effectiveness of troubleshooting for end users, purchase of equipment including hardware, software, and renewal of support agreements. The Information Systems Coordinator reports to the Chief Financial Officer.

### General Responsibilities

#### Information Systems

- Serve as primary IT contact for Connecticut Food Bank staff and external vendors, monitor systems and performance of vendors
- Develop and track Information Technology budgets and goals for information systems, hardware, software and appropriate upgrades and maintenance agreements
- Maintain inventory of IT equipment and supplies, assist staff and IT vendors with general setup and maintenance of equipment
- Work with vendors and staff to identify organizational needs for new systems, upgrades
- Coordinate and schedule new employee IT/phone set-up, user account, network access/email/phone/hungernet/CERES/scanners
- Maintain budget of annual IT operating and capital expenses
- Review IT, telephone and copy/printer bills
- Employee and vendor liaison for cell phones, printers and copy machines
- Other duties as assigned by the Chief Financial Officer

#### Training and Support

- Work with leadership, IT vendors and staff to develop and document procedures and processes to ensure efficient management and security of technology resources and services
- Plan and organize technology-based training

#### Job Specifications/Requirements

- Bachelor's degree in computer technology, business or other related field
- Minimum of three years of increasing responsibility or equivalent combination of education and experience
- Working knowledge of NAV Dynamics or similar Enterprise Resource Planning (ERP) system
- Strong verbal and written communication skills
- Ability to handle and prioritize work in a multi-tasked environment, working to meet deadlines with minimal supervision

**Send resume with salary requirements to:**

**hr@ctfoodbank.org**  
**203-469-4871 (fax)**