
INFORMATION TECHNOLOGY (IT) COORDINATOR

Maymont is a 100-acre historic estate and park, located in Richmond, Virginia, with many unique experiences for all to enjoy, including the historic Maymont Mansion, The Robins Nature Center, arboretum, formal gardens, and habitats for native Virginia wildlife and farm animals. Since 1975, Maymont has been maintained and operated by the nonprofit Maymont Foundation, committed to creating experiences that delight, educate and inspire its guests.

The Maymont Foundation is seeking a part-time (approximately 25 hours per week) Information Technology (IT) Coordinator responsible for managing daily technology needs throughout the organization to ensure proper functioning of all hardware, software, related technology and network systems. This position provides on-site troubleshooting and coordinates with the external network support provider and other contractors as needed. The IT Coordinator manages IT-related expenses and budgets, equipment inventory, strategic system and equipment planning, and upgrades. This position reports to the VP of Finance and Business Operations.

Essential Functions:

- Manage all equipment, software and network systems in a timely manner by providing technical support, troubleshooting, maintenance and planning for work request inquiries and issues
- Oversee management of network systems including network access, access to cloud and server files, VoIP telephone, email, operating systems, printers and copiers, security settings and permissions, other software and services as needed
- Support the management of exhibit technology and digital initiatives, including the maintenance of donation machines, token sales equipment and digital signage
- Work closely with internal and external customers to manage audiovisual systems, troubleshoot and coordinate with contractors for maintenance, repair, replacement and upgrades as needed
- Serve as the main point of contact with contractors and service providers in the planning, troubleshooting, maintaining and coordinating of service for IT resources
- Manage tracking and prioritization of IT needs, upgrades, requests and replacements to inform annual budget processes
- Maintain an asset management tracking system
- Supports the organization's mission and vision, including assisting with special events, programs and activities across Maymont
- Performs other duties as required

Required Skills/Abilities:

- Strong problem-solving skills and resourcefulness
- Customer-service mindset
- Advanced digital literacy and the ability to use systems and technologies to maximize performance, efficiency and effectiveness
- Strong organizational skills, good time management skills, ability to multi-task and prioritize tasks to meet deadlines
- Belief in and commitment to Maymont's organizational strategy, mission, values and goals
- Ability to maintain confidential information and handle sensitive issues with discretion
- Ability to collaborate as part of a team and interact effectively with individuals of diverse backgrounds and experiences
- Ability to work with a minimum of supervision, show initiative, take ownership of an entire process and take a creative approach to tasks



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- Ability to pass a background check
 - Valid driver's license required with reliable transportation to/from Maymont

Education and Experience:

- 2+ years of experience in information technology, information systems, networking or related area
- Working knowledge of industry trends, advancements and best-practices
- Experience with administration of Windows OS, Office, Windows servers, active directory, OneDrive and Office 365 suite, user account configuration

Physical Demands:

- Frequent sitting, standing, walking and talking for extended periods
- Frequent climbing, bending, stooping and lifting up to 50 pounds
- Ability to work inside and outside in all weather conditions
- Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus.

FLSA Status: Part-time, Non-exempt

To be considered for this position, please send a cover letter and resume to employment@maymont.org. Please include the position title in the subject line.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform other job-related duties. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Maymont Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer.