



Position: Information Technology (IT) Manager

Organization: After School All-Stars

Location: Los Angeles, CA

ORGANIZATION BACKGROUND:

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to over 90,000 youth in over 450 school sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

A UNIQUE OPPORTUNITY:

After-School All-Stars is currently seeking a driven, proactive Information Technology (IT) Manager to support our national network. The IT Manager will ensure staff are maximizing their impact through available technologies and identify and evaluate new technologies or resources to further enhance efficacy. The IT Manager will streamline and establish systems to create better paths for staff to do their jobs, including protecting the company's technological assets.

SPECIFIC RESPONSIBILITIES:

Project Management

- Serve as project manager for installation/de-installation of technologies/systems and comprehensive systems reviews
- Conduct periodic assessment of network needs and ensure we are using the most appropriate, efficient technology for our organization
- Ongoing consultation on technological needs based on operational needs
- Facilitate information sharing and timely business processes
- Conduct regular review of available technologies on the market
- Evaluate and assess the value and efficiency of all company-wide systems

Administration Support and Maintenance

- Live troubleshooting to ensure technology is effectively utilized and operational
- Oversight and security administration of databases, including, but not limited to: Salesforce, Office 365, etc.
- Establish technology accessibility at home and in the office
- Assess, purchase, setup, and deliver proper hardware for employee needs
- Tech/systems training for network
- Supporting HR with onboarding and exiting employees for technology systems
- Oversee hardware and software purchasing, administration, and maintenance
- Support departments in leveraging systems and technologies to maximize their efficiency (technologies such as Google classroom, Schoology and CitySpan)
- Ensure that technology is secure, data is protected, and address security issues as they arise

WHO SHOULD APPLY?

The IT Manager will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. An undergraduate degree is required. The successful candidate will be extremely organized and detail oriented, have strong communication and collaboration skills. The successful candidate will be flexible and able to adapt to changing position demands, along with an approach of continual learning and improvement, and demonstrated success in customer service. The IT Manager should display a high level of discretion as the position will be responsible for sensitive and confidential information.

A minimum of 2-4 years in a similar role is required (nonprofit, university or an entrepreneurial organization). Candidates should have experience in software such as Microsoft Office, Office 365, SharePoint, Salesforce, and Zoom.



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SALARY AND BENEFITS:

The salary range for this position is commensurate with qualifications and experience of the individual candidate. This is a full-time exempt position. ASAS offers competitive benefits including, but not limited to 18 days of paid time off, 15 paid holidays, flex time, health, dental, vision, and an employer match for our 403(b) plans.

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

HOW TO APPLY FOR THE IT MANAGER ROLE:

Please submit a **resume and cover** letter via e-mail to: asasjobs@afterschoolallstars.org. Your cover letter should be in PDF format and indicate how your experience is relevant to this role with [After-School All-Stars](#). Please put "IT Manager" and your last name in the subject heading.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

To learn more about ASAS, please visit our website: www.afterschoolallstars.org