



The Opportunity

Systems Administrator

Nurses for Sexual and Reproductive Health (NSRH) provides students, nurses and midwives with education and resources to become skilled care providers and social change agents in sexual and reproductive health and justice.

As our organization continues to grow, it is critical that we have the necessary infrastructure and operations expertise in place to adequately support our important programs. We are looking to hire a Systems Administrator to oversee our systems and infrastructure. You will be a key contributor to ensuring that our tools and systems are aligned with organizational goals. This individual will also help identify gaps in our present systems & tools, procedures, and policies and implement new strategies to improve productivity and efficiency within the organization.

This is a full-time, salaried position that will report directly to the COO.

Black, Indigenous, People of Color and trans people are strongly encouraged to apply.

Primary Duties and Responsibilities

Core Responsibilities

- Install, update, and configure tools, hardware, software, and network infrastructure
- Perform routine maintenance, including system backups and file recovery, and monitor system performance and integrity
- Diagnose and resolve tools, hardware, software, and network issues to prevent disruption
- Implement and maintain security policies, control user access, and manage

security permissions

- Configure client applications to make requests to API endpoints, including correctly formatting requests, handling responses, and managing potential errors
- Provide technical support to users and manage user accounts
- Document problems, solutions, and system configurations
- Provides tech and operations infrastructure between departments to ensure consistency and quality standards are met
- Manage and maintain file servers
- Operate the firewall/VPN for the organization
- Monitor connections for security risks
- Employ the latest security protocols
- Monitor the local area network (LAN) for threats or errors

Database Management

- Responsible for maintaining organizations' systems that store and organize data (MMS, CRM, LMS, Website, Drive, Dropbox etc.)
- Perform database queries across multiple tables to extract data for analysis
- Execute database leadership including processes, list management, and data integrity and security
- Support staff training and onboarding onto database
- Manage forms and data collection mechanisms
- Support data collection efforts (surveys, applications, etc.)

Operational Support

- Work with the Team to develop and implement operational strategies and systems that support efficiency and transparency across the organization
- Manage any member and/ or programs related payments (recurring subscription fees, hosting fees, ect..)
- Assist with Onboarding and offboarding of new staff members (issue forms, hardware, etc.)
- Onboard and train new employees to organizational tools to ensure that they adhere to standard operating procedure
- Oversees operational systems, processes, and infrastructure while looking for opportunities for improvement or revision.
- Assist the COO in developing, planning, and coordinating operational activities as

needed.

- Oversee inventory management practices and improve them when necessary.
- Complete any required reporting in a timely manner.
- Performs miscellaneous job-related duties as assigned.

Qualifications and Qualities

Required:

- Associate or bachelor's degree in Computer Science or related degree
- 5+ years of Systems administration and/or management or similar experience
- Must have experience with API integration
- Must have experience with databases
- Experience with networks
- Must have experience upgrading hardware and software
- Must have experience migrating systems
- Experience troubleshooting network outages and user troubles
- Must be up-to-date on the latest security protocols for the LAN and wide area network (WAN) and be able to educate users on how to handle suspicious emails and requests for sensitive information.
- Must have experience with storage tools and organization (Google, Proton, Dropbox, etc.)
- Must have experience with project management tools (Click Up, Asana, salesforce, etc.)
- Able to multi-task and juggle multiple priorities while still maintaining strong attention to detail
- Excellent planning, organizational, and project management skills
- Excellent verbal and written communication, and presentation skills

Preferred:

- AWS Certified SysOps Administrator
- Experience with Airtable
- Experience managing websites
- Experience working with Member Management systems (MMS)
- Experience working with Learning management systems (LMS)
- Experience working with CRMs
- Knowledge of organizational effectiveness and operations management
- Highly Adaptable and able to respond quickly to a shifting reality and adjust initiatives and priorities accordingly
- Experience designing networks
- Experience laying out the infrastructure for LANs
- Able to program scripts to run internal functions and have sufficient Unix knowledge.

Compensation Package

- Salary: \$85,000/yr plus the opportunity to earn an annual bonus
- Hours: this is a full-time, 40 hour per week, position
- Medical, dental, vision and short-term disability benefits
- PTO package: 13 paid holidays and 6.67 hrs of PTO per pay period
- 401K packages available
- A work laptop and work phone for use during your tenure with NSRH

NSRH is proud to be an equal opportunity employer and does not discriminate based upon race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Our goal is to cultivate a diverse organization that is representative, at all job levels, of the communities that Nurses serve. We welcome applications from members of historically marginalized groups.