



Job Announcement

Information Technology Generalist/Administrative Support

The [National Disability Rights Network](#) (NDRN) is seeking an **Information Technology Generalist** to work with NDRN's Admin team to perform a variety of IT functions in order to strengthen NDRN's operational infrastructure.

Who we are:

[NDRN](#) is the nonprofit membership organization for the federally mandated Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP) for individuals with disabilities. P&As and CAPs are in all 50 states, the District of Columbia, and the U.S. territories, and there is a P&A and CAP affiliated with the American Indian Consortium in the Four Corners region. The P&A/CAP System is collectively the largest provider of legal services to persons with disabilities and are the leading experts on access to the vote for people with disabilities in the U.S.

NDRN provides training, technical assistance, and legal support to the P&A agencies and is also involved in legislative advocacy to create a society in which people with disabilities are afforded equal opportunity and are able to fully participate by exercising choice and self-determination.

Responsibilities:

- In collaboration with IT Specialist, responsible for overall information systems planning and implementation.
- Provide operational infrastructure support, maintenance and troubleshooting to ensure optimum utilization of IT resources.
- Analyze, troubleshoot, and deliver Microsoft cloud solutions on Azure and Office 365 platforms.
- Maintain system security across the network.
- Produce and facilitate Zoom meetings and webinars.

- Provide training and technical assistance to users of proprietary database.
- Involvement with hardware/software/vendor selection.
- Scheduling IT initiatives.
- Create and maintain activity logs for upgrades and maintenance.

Required Qualifications:

- Bachelor's degree and/or experience equivalent to a four-year college degree in information technology; information systems; or a related field
- Effective communication skills, including writing skills.
- Demonstrated interpersonal skills including, but not limited to, sensitivity to other people and the ability to work effectively in a team environment.
- Demonstrated administrative skills and familiarity with Microsoft Office programs.
- Experience in Windows OS platforms and Microsoft Active Directory Services and hybrid deployments
- Experience with installation and configuration of hardware, software, and networks.
- Other duties as assigned.

Preferred Qualifications:

- Experience with systems administration and/or documentation
- Experience with data security software
- Knowledge of information security governance and IT control documentation
- IT Operations experience

Location and Travel:

Location: Washington D.C.

NDRN follows a hybrid work structure where employees can work remotely or from the office, as needed, based on demands of specific tasks. Working from the office is encouraged, and may be required, when working on tasks that require a high degree of collaboration or in-person meetings.

The position requires occasional travel and occasional work on weekends.

Compensation and Benefits:

NDRN offers a competitive salary, based on experience. Benefits include health plan; Flexible Spending Account; transit and parking benefits; 403(b) retirement plan; paid vacation and sick leave, and at least ten paid holidays.

The **salary range** for this position is \$70,000 to \$75,000.

How To Apply:

Submit a cover letter and resume attention: Belinda Miller, Deputy Executive Director of Finance & Administration. See closing date below for more information on NDRN's dates for reviewing applications.

E-mail to: AdminTeamPosition@ndrn.org (Subject: IT Generalist, or

Mail to: 820 First Street, NE, Suite 740, Washington, DC 20002.

No phone calls please.

Closing date:

Candidates will be selected for consideration **on a rolling basis beginning on March 10, 2023.**

No application will be considered after March 27, 2023.

Reasonable Accommodations:

NDRN provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify us at hr@ndrn.org.

NDRN is an equal opportunity/affirmative action employer, and we prohibit discrimination and harassment of any kind. We celebrate diversity and are committed to creating an inclusive environment for all employees. Qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

Persons from diverse racial and ethnic backgrounds, and persons with disabilities are strongly encouraged to apply.