Technology Manager, American Geosciences Institute

Alexandria, VA-based geoscience non-profit is seeking candidates for a full-time Technology Manager who is responsible for overall day-to-day computing operations, including website development and support. This position reports to and works closely with the Director of Technology and Communications. Tasks include: actively involved in the development and management of Drupal-based websites and some custom web app development in support of geoscience information and educational programs; oversee tech support of users; user account management on a variety of platforms (including Active Directory, Google Apps, and Drupal); familiarize new staff members with the technology systems; customize Windows computers for different departmental needs; manage and monitor enterprise backups; acquisition of new computers, printers and software through third-party vendors; acquire, manage and enforce software license agreements; work with other staff members to update Disaster Recovery Plan; and monitor the health of computer systems. Some additional tasks in networking, servers, and user support may be required. Demonstrated excellent organizational and record-keeping experience, discretion with sensitive information, technology systems support, and web development experience are required. Familiarity with PHP, SQL, and/or C# desired. Geoscience background is a plus.

Salary commensurate with experience, full benefits provided, including health insurance and 403(b) plan. To apply, please email jobs@agiweb.org with cover letter, resume, and salary requirements. Please indicate “Tech Manager” in the subject. Position open until filled. EOE.