

Fort Sackville Foundation
Coordinator IT & Photo Image Collections Manager—Volunteer Job Description

A member of the Fort Sackville Foundation (FSF), the volunteer Coordinator IT & Photo Image Collections Manager

- reports to the Executive Committee and works collaboratively with FSF executive and coordinators, in particular the RRR Coordinator.
- recruit volunteers, when appropriate.
- prepares an estimate for annual budget deliberations.
- coordinates, administers and manages the IT equipment of the FSF.
- is a member of the Reading, Research, and Resource Committee, and the Fort Sackville Foundation (FSF) Executive Committee
- administer & manage the Fort Sackville/Scott Manor House computers, WI-FI network, and software, and data projection equipment.
- advises the Fort Sackville Foundation regarding IT needs, equipment, and solutions. Research options as necessary.
- coordinates, facilitates and/or oversees procurement and installation of IT hardware and software
- maintains computers, WI-FI network, including software upgrades and updating internet provider settings
- provides training and support to staff and volunteers working with the FSF computer equipment and systems;
- troubleshoots problems with IT.
- ensures the FSF resources are backed-up. Currently the Coordinator uses two personal external drives for back-ups. A working external drive is backed up to a second external hard drive; both are housed at the coordinator's home.
- provides support to the Reading, Research and Resource Committee in the production and printing of FSF monographs.
- manages and maintains the official FSF website, updates content in a timely fashion, and troubleshoots any issues.

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