



IT Manager | Job Description

Honor the Earth

We are an Indigenous led organization fighting to dismantle settler-colonialism, racial capitalism, white supremacy, and imperialism by investing in our communities to resist exploitation, withstand crises, and prepare our future generations to lead us towards a sovereign future.

We envision a future rooted in Indigenous sovereignty and lifeways, where all Peoples live in right relationship with Mother Earth and each other. We are committed to creating a world that is just and equitable for generations to come.

IT Manager

Honor the Earth is seeking a part time IT manager to support our organization in using office and digital technologies effectively, help manage accounts across the organization, troubleshoot tech problems as they arise, and coordinate ordering and tracking of all office technology purchased by the organization.

Position Details

This role is a **Part Time Position** averaging 20-25 hours of work per week between 9 and 5 MT.

Reports to: Deputy Director

Pay range: \$26-30/hr DOE

Location: Remote

Benefits:

- Vacation and Sick Leave
- Supplemental time off to support staff in cultural practices, major life events, etc.
- Wellness Benefit

- Home Office Benefit (partial coverage of phone and internet)
- A people-centered organization

Responsibilities

- Troubleshoot IT problems and questions that come up for our team in day-to-day operations of the organization
- Oversee organization-wide file management systems to make sure important files are being appropriately stored and are accessible to future employees
- Manage access to all organizational accounts and stay up to date on adding and removing users as needed
- Coordinate password management systems both for individual users and organizationally held accounts
- Maintain appropriate subscriptions to needed digital platforms and technologies for the organization and appropriately log expenses
- Order technology such as computers and cell phones as needed for employees and coordinate return or transfer of those tools as needed
- Support with IT capabilities for organizational events, virtually and in person
- Draft technology budgets for the organization and monitor spending
- Participate in political education opportunities within and external to the organization
- Must be responsive to urgent organizational needs, as they arise
- Openness to learning about other facets of the organization's work and being cross trained to support other projects as appropriate
- Other duties as assigned

Qualifications

- 1-3 years working in an IT field, preferably within a grassroots or movement oriented context
- Familiarity with many workplace tools or ability to learn them enough to support basic problem solving using available manuals and resources (finance platforms, GSuite, Squarespace, social media platforms, etc)
- Ability to advise on best platforms and technological tools to support Honor the Earth's work, or to lead on research around potential additions to our technology
- An understanding of, and a passion for, Honor the Earth's mission and vision
- Ability to securely engage with discrete and confidential information
- Willingness to travel for occasional work events either for internal staff development or external engagement

To Apply

Submit a resume, cover letter and 2 references to our HR Department at HR@honorearth.org
Please write the position title and your first and last name in the subject line.