INFORMATION TECHNOLOGY MANAGER

The Sisters of Notre Dame de Namur, Ohio Province are seeking a full-time Information Technology Manager. The qualified candidate will maintain and support the IT needs of our Province offices, Health Center staff, as well as sister residents at our location in Reading Ohio.

Responsibilities

The qualified candidate will be a member of a collaborative team of dedicated staff committed to our mission. The expectation of the Information Technology Manager is to provide efficient and knowledgeable help to various departments such as Finance, Development, Leadership, Health Center staff and sisters. This will include, but not limited to collaboration with our support tech company Nexigen as well as other support contracts we hold e.g. CrowdStrike and Proofpoint. The manager will have or will learn any hardware/software that is electronic and requires internet connection.

Requirements:

This is a full-time position requiring a bachelor's degree in information technology or a related field, some experience or knowledge of non-profit organizations will be helpful, has positive interpersonal skills to maintain good relationships in the workplace. To fulfill the daily requirements of the job will require a full-time on-site position. The salary is competitive and commensurate with the candidate's background. Please submit your interest in the position with your resume and references to: Patricia Loome, SNDdeN at **patricia.loome@sndden.org**.

Compensation and benefit

50,000–60,000 USD per year

Medical Paid time off

401(k) match

Vision Dental

FSA or HSA plans

Learning stipend