

AMBA Webmaster/IT Role Description

Description

The purpose of this role is to provide IT systems support to AMBA

Duties

Configuring and maintaining the AMBA Cloud Based computer system, including system software, and applications. Ensuring data is stored securely and backed up regularly. Diagnosing and resolving hardware, software, networking, and system issues when they arise. Monitoring system performance to ensure everything runs smoothly and securely. Researching and recommending new approaches to improve the networked computer system. Providing technical support when requested. Documenting any processes which employees need to follow in order to successfully work within our computing system.

- **Manage AMBA Committee and Board IT Systems Including and not limited to**
 - RAMP Registration
 - RAMP CMS (Content Management System)
 - Website
 - RAMP Team app (Team Scheduling)
 - Integrations of CMS system to CMBA RAMP System
 - Box (Records - Important Data)
 - Google Workspace and Admin
 - Slack
 - Quickbooks Administration
- **Manage the Sync of the Registration System and the CMS**
 - Create Teams and Ensure Gym scheduler has support for Schedule Uploads
- **Manage Annual Software and Not for Profit licencing via Techsoup Canada**
- **Author and administrate the AMBA Annual Survey**
- **Work with Scheduler and and Registration to coordinate Season Kick off**
- **Train members App usage and best practices**
- **Onboard and Offboard New Board and Committee members**

Preferred Qualifications

- Basic Background in Administration Software Systems of (Preferred) Relevant degree or diploma in Information systems or information technology.
- Google IT Support Professional Certificate or similar.
- Past experience administering server-side technology, SaaS and networked computing systems.
- Familiarity with Web Content Management Systems
- Ability to prioritize a wide range of workloads with critical deadlines.
- Availability outside of working hours to resolve emergency issues promptly.
- Excellent critical thinking and problem solving skills.
- Patient and professional demeanor, with a can-do attitude.

Estimated Timeline

- Daily: Monitor Systems and Security and assist parents with minor issues
- Monthly: Attend board and committee meetings
- March or April: Send out written notice of Annual General Meeting to all members (Bylaw requirement of 21 days prior to meeting, minimum)
- May or June: attend Annual General Meeting (AGM)

Approximate time commitment: 15 hours per month