

IT COORDINATOR

Mahowald is seeking an IT Coordinator to join our Team! As an IT Coordinator, you will be an integral part of an award-winning team and be accountable for planning and directing activities related to all Agency systems, hardware, network design, connectivity, and implementation. Candidates must have a post-secondary degree in information technology or related area. Candidates with bachelor's degree will be given preference.

Accountabilities include:

- Providing analysis, training, and compliance-related matters for all Agency systems
- Main point of contact and in-house expert for software/hardware related systems, troubleshooting and implementing solutions
- Leads setup/ take down/ workstation moves and assists team members with questions related to systems functionality
- Performs security audits and network security checks
- Makes recommendations regarding implementation, conductivity, and utilization, including active participation in vendor selection & renewal processes related to all system needs

This position is a full-time exempt position. Mahowald offers a full benefit package including health insurance, PTO, 401K and much more.

For consideration, please e-mail a cover letter and resume to careers@mahowald.net or mail to: 916 W. St Germain, Suite 100, St Cloud, MN 56301.

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