



Position Title:	Wiki and Information Technology Support Manager
Reporting Structure:	Reports to: Executive Director Supervises: NA
Position Type	Non-exempt, 40 hours per week, open to citizens/permanent residents eligible to work in the USA
Purpose:	Develop and manage TAICEP’s wiki (80%) as a user and administrator and act as a general support and backup resource for various IT needs for the membership and conference software systems as well as other needs (20%).
Responsibilities:	<ul style="list-style-type: none"> ● Build out TAICEP’s wiki.js wiki so that it is structurally logical, easy to maintain, and useful to contributors and end-users. ● Draft wiki policies and procedures. ● Edit and monitor the wiki for errors, inappropriate content and copyright violations. ● Ensure wiki is in tip-top shape for viewing using the available configuration options ● Be active on the Wiki every week day. ● Keep abreast of advances in technology and programs relevant to this position. ● Solicit, engage and monitor content writers and sources as well as act as a content writer and information collector. ● Coordinate with applicable people within and without the organization on wiki design, implementation, content, troubleshooting and ongoing use. ● Meet weekly with the Executive Director to give progress updates and needs assessment ● Attend bi-monthly meetings with the Board + Committee Chairs to keep informed, report on wiki progress, and obtain input on needs and issues. ● Act as a back-up to Executive Director for TAICEP membership and conference database systems ● Assist with TAICEP’s annual conference in IT and other ways before, during and after conferences, which may require travel to conference venues. ● Work with programmers and other IT development specialists as needed for development and troubleshooting ● To assume other responsibilities as directed by the Executive Director

Education, Skills and Experience:	<ul style="list-style-type: none"> ● Bachelor’s degree in relevant field preferred. ● Prior wiki development, design, population and maintenance preferred. ● Strong understanding of how large amounts of information resources should be organized and presented to end users. ● 3-to-5 years experience in credential evaluation preferred. ● Demonstrated working proficiency with wiki development and maintenance and wiki librarianship preferred. General-to-intermediate proficiency in how membership databases and software programs work preferred. ● Familiarity with wiki.js or similar wiki programs, familiarity with membership database systems preferred (e.g. WordPress PMPro), familiarity with conference management systems preferred (e.g. Dryfta). ● Possess excellent skills in English grammar, capitalization, and spelling. ● Native to near-native English language proficiency required.
Work Expectations and Other:	<ul style="list-style-type: none"> ● Adheres to the organization's vision, mission, values and goals. ● Takes responsibility for own actions and keeps commitments to reach goals and deadlines. ● Treats others with respect and consideration; accepts responsibility for own actions, is flexible and adaptable, responds well to questions or requests for assistance, solicits and applies feedback. ● Ability to travel to annual conference locations, as needed
Work Location and Conditions	<p>This is a remote position. Hours will generally be 8 hours a day, 5 days a week with exceptions as needed. The successful candidate will use their own equipment, internet connection and other equipment and supplies at their own expense. Specialized equipment and supply needs may be provided upon approval. TAICEP reserves the right to monitor time claimed as work time. Travel may be required to annual conference venue locations.</p>
Salary & Benefits:	<ul style="list-style-type: none"> ● \$42,000 annually plus up to \$12,000 annually to reimburse health insurance premiums. ● Annually: 8 paid holidays, and 15 days of paid time off
Employment Terms:	<ul style="list-style-type: none"> ● Employment and compensation is terminable at-will, is for no definite period, and employment and compensation may be terminated by TAICEP at any time and for any reason whatsoever, with or without good cause at the option of either the Company or employee, subject to applicable US state and federal laws.
Expected Time Commitment:	<p>40 hours a week and on occasion, overtime hours may be required. Must be available for weekly and bi-monthly meetings.</p>
Application:	<p>https://www.taicep.org/taiceporgwp/professional-development/jobs/</p>