

**INFORMATION SYSTEMS COORDINATOR**

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| Bradford-Tioga Head Start, Inc. is seeking an Information Systems Coordinator to join our team. We are a supportive, family-oriented agency that believes in a healthy professional-personal balance. If you have a background in information technology, a passion for managing IT systems, and supporting colleagues, we are the team for you**!** **Key Responsibilities:*** Oversee & maintain all aspects of technology systems, including troubleshooting, resolving, administration, & development across multiple locations
* Work closely with Executive Director, IT Specialist, & Central Office
* Supervise IT Specialist
* Serve as primary technology point of contact for staff
* Oversight of data management and program software

**Qualifications/Experience:**Bachelor’s degree required in computer science/technology or related field, 3-5 years of computer operation and troubleshooting skills required. Knowledge of Microsoft 365 including Teams, One Drive, & Office required. Ability to deal with multiple priorities simultaneously.**Skills:*** Strong problem-solving & decision-making
* Excellent communication & interpersonal skills
* Ability to work comfortably with others

**Elective Benefits:*** 401K Retirement Plan w/matching
* Medical, Dental & Vision Benefits
* Short Term Disability, Life & Accidental Death Insurance

**Employer Paid Benefits:*** Vacation, Sick, & 14 Holidays
* Life Insurance & Long-Term Disability
* Employee Assistance Program (EAP)

**Position Requirements:** * National Sex Offender Registry Search
* Current FBI, Child Abuse, & PA Criminal History clearances
* Driver Record Check
* Valid driver’s license & use of insured vehicle

**Estimated Salary:**Minimum starting salary is $58,752, negotiable based on relevant experience & qualifications***If you’re looking for a career where you're a valued member of a supportive and family-centric agency***, ***submit your resume and cover letter to: Human Resources, BTHS, Inc. 5 Riverside Plaza, Blossburg, PA 16912; apply online at:* bradfordtiogahs.org** ***or*** ***email items to*** **human\_resources@bradfordtiogahs.org** ***E.O.E.***  |