

**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**](mailto:human_resources@bradfordtiogahs.org) ***E.O.E.*** |