

**National Tropical Botanical Garden
Information Technology Assistant
Kalaheo, HI.**

JOB POSTING

The National Tropical Botanical Garden (NTBG) is seeking candidates for an Information Technology Assistant position.

The position will assist the NTBG information technology department in a variety of tasks in order to keep the network and endpoints running smoothly. Tasks will include computer system management setup and maintenance, network configuration and maintenance, VOIP Administration, IT help desk, and cyber security. Additional tasks may include, but are not limited to: website maintenance, data entry, database management, and AV setup. Candidates will interact with staff at the NTBG to maintain and develop information technology systems for use in conservation and management of the botanical garden. **This is a full time, on-site position at the NTBG Headquarters, Kalaheo, HI**

A successful candidate must be a self-starter, willing to identify and take on tasks as they arise. The candidate must have knowledge of information technologies and systems. The ability to coordinate at multiple levels and provide great customer service, and a willingness to take ownership of all IT related issues. Additionally, the candidate must be willing and able to provide training to end users on applications and procedures.

Required Skills

Knowledge of and ability to use and maintain the Microsoft Windows operating system.
Understanding of basic computer hardware.
Basic knowledge of computer networking, TCP/IP and associated technologies.
A working knowledge of Microsoft Office
Experience with Google Workspace applications (Gmail, Google Drive, Docs, Sheets).

Optional Skills/Certifications (not required but a plus)

CompTIA A+/Net+/Security+
Microsoft Technology Associate Certificate (MTA)
Google Workspace Administrator Certification
Ubiquiti Unifi Network Management System.
Experience with VoIP providers such as RingCentral
Experience with Blackbaud applications.
Experience with Wordpress/HTML/CSS/JS/PHP

If interested, submit a letter of interest detailing your career goals and how this opportunity would assist in attaining them, as well as your resume, to careers@ntbg.org.

Deadline to submit: Open until filled

Schedule: Days

Pay Range: \$23.75-\$25.00 DOE

Additional information available on our website: ntbg.org

An Equal Opportunity Employer

The mission of the National Tropical Botanical Garden is to enrich life by perpetuating tropical plants, ecosystems, and cultural heritage.