



POSITION ANNOUNCEMENT

SPECIALIST, INFORMATION TECHNOLOGY OFFICE OF ADMINISTRATION AND FINANCE

ORGANIZATIONAL OVERVIEW

SkillsUSA is America's proud champion of the skilled trades. Our mission is to empower students to become skilled professionals, career-ready leaders, and responsible community members. In collaboration with the Youth Workforce Development Foundation, SkillsUSA Illinois is dedicated to fostering partnerships that support this mission and create a skilled and prosperous workforce. SkillsUSA Illinois serves more than 10,000 Illinois students and instructors annually with substantial growth expected within the next three years.

POSITION SUMMARY

The Information Technology Specialist will primarily support the organization's technology initiatives, with a focus on systems administration, program development, and project management. This role is integral to ensuring the effective use of technology to advance SkillsUSA Illinois' mission. The specialist will work closely with various departments to identify technological needs, develop solutions, and oversee the implementation of IT projects. This role is part technical project manager, part administrator, part Salesforce analyst and 100% dedicated to our mission.

MINIMUM EDUCATION, LICENSE, OR EXPERIENCE REQUIREMENTS

The ideal candidate would have experience managing a Salesforce platform with a documented history of successful project completion. Demonstrated ability to understand and articulate complex processes. Ability to quickly master new technology. Strong understanding of the Salesforce platform, with the ability to build custom apps and objects, formula fields, processes, custom views, and other content of intermediate complexity preferred. Strong understanding of Salesforce best practices and functionality preferred.

ESSENTIAL FUNCTIONS OF THE JOB

Under the direction of staff, manage the implementation of practices and programs in accordance with the mission and goals of the organization through guidelines outlined.

- System Administration
 - Serve as the primary administrator for the organization's IT systems.
 - Handle basic administrative functions including user maintenance, system configuration and routine tasks.
 - Manage system upgrades, updates and patches to ensure optimal performance.
- Program Data Management
 - Identify opportunities to leverage technology to improve organizational process
 - Develop and implement new IT programs to support the organization's mission
 - Work with staff to gather detailed requests for system improvements and implement changes as appropriate.
- Project Management
 - Oversee the planning and execution of IT projects.
 - Ensure projects are completed on time, within scope, and within budget.
 - Coordinate with vendors, consultants and other third-party service providers.

- Training and Support
 - Train staff on new IT systems and processes
 - Provide ongoing technical support and troubleshooting
 - Develop and maintain documentation for IT systems and procedures.
- Data Management
 - Ensure the organization's use of data aligns with its mission and goals.
 - Manage data integrity and security
 - Generate reports and dashboards to support data-driven decision-making.

OTHER JOB DUTIES

- Required to attend SkillsUSA Illinois major events with partners in attendance.
 - L.E.A.D. (November) – 4-5 days, as needed.
 - The Championships: *Illinois Elite Career Competitions* (April) – 6-10 days
- In conjunction with staff, set and maintain a work schedule.
 - Allow for flexible working hours, working evenings and weekends as needed, based on office schedule, meetings, and events.
- Other duties as assigned by the Executive Director/Immediate Supervisor.

WORK LOCATION: Headquarters Office (Pekin, Illinois)
Remote work for Illinois residents may be considered for this position.

IMMEDIATE SUPERVISOR: Director, Office of Administration and Finance

SUPERVISORY AUTHORITY: Related Contractors, Consultants and Volunteers
 Others as assigned by the Executive Director/Immediate Supervisor

COMPENSATION: \$43,000 – \$52,000, commensurate with experience.
 SkillsUSA Illinois current employment benefits:

- Health Insurance Plans
- Retirement Plan with 3% contribution of salary match.

Interested applicants should submit a letter of intent and résumé at:
<http://bit.ly/skillsusail-apply>

SkillsUSA Illinois, Inc. is an equal opportunity employer. We believe every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. We are committed to providing equal employment opportunity to all employees and applicants without regard to race, color, religion, gender, national origin, age, disability, ancestry, creed, marital status, sexual orientation, or Veteran or military status, genetic information or any other basis prohibited by local, state or federal law in the relevant jurisdiction. This policy applies to all terms and conditions of employment including, but not limited to employment, advancement, assignment and training.