



Position Announcement

Information Technology Specialist

Milwaukee's Urban Ecology Center has captured the attention of leaders in cities across the country. The Center's model of environmental education centered on activating urban public natural areas has led to reduced crime, protected and improved urban natural areas, higher property values and academic achievement for students. Located in vibrant public green spaces, our fast-growing organization serves over 90,000 people of all ages annually. Our innovative team of cutting-edge non-profit professionals works in creative, high-energy open offices in state-of-the-art green facilities. The Urban Ecology Center is a leader in workplace flexibility. The Urban Ecology Center's facilities and programs have been recognized nationally and internationally for their innovative approach to sustainability, neighborhood-based urban environmental education and citizen science.

This part-time, 20 hour/week, position is responsible for helping support the organization's hardware and software needs and day to day IT projects. A significant part of this role is to help maintain the server, workstations, and other technology at all locations, including routine backups. The position works independently and collaboratively with other staff.

Requirements for the position include a Bachelor's or Associate's degree in Management Information Systems, computer science, or a related field, or equivalent experience in a technology-related field; a minimum of 2 years of work in a technology-related role, strong familiarity with personal computer hardware and software, experience managing Microsoft Server 2008, and Exchange. SQL and terminal services highly desired. Strong interpersonal skills, ability to communicate effectively with technical and non-technical individuals, strong team focus, a high level of initiative, ability to effectively set priorities, and an interest in continuing to learn to stay current are all important in this position.

This position will work at all three branches. The pay starts at \$15.00 an hour.

How to Apply:

Please visit <http://urbanecologycenter.org/get-involved/jobs-internships.html> for an online application. Be prepared to attach in Microsoft Word or PDF: 1) a letter of interest, 2) a resume, and 3) contact information for 3-5 professional references. If you have questions, contact Nancy Spransy at nspransy@urbanecologycenter.org. Applications will be accepted until December 31, 2013.

The Urban Ecology Center serves a socially and culturally diverse audience. We strive to build a team of employees with similar richness in culture and experience.

The Urban Ecology Center is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin and any other protected status.