



ICAST Job Opportunity

Position Title: Junior IT Engineer

Areas of Expertise:

TCP/IP Internet knowledge; C++ and JAVA programming; Microsoft Remote Desktop; Maintaining Hardware and Software systems including Cloud based and Databases, Network troubleshooting

Skill Level: Intermediate

Company Description:

ICAST (International Center for Appropriate & Sustainable Technology) is a national non-profit organization working to address affordable housing, climate change and community development issues using clean, energy solutions. ICAST is focused on upgrading the efficiency of multifamily affordable housing.

Overview:

Able to maintain and enhance our current operating platforms and applications. Collaborate with our IT vendor to install new software and hardware into the current network and facilitate resolution of internal network and mobile computing issues for staff.

Tasks and Responsibilities:

- Work closely with IT contractor and staff to identify and take care of IT issues
- Work closely with IT contractor and staff to maintain current hardware and software and expand as needed
- Monitor the company's cloud storage accounts to ensure they remain protected and secure from potential hacking threats
- Develop test routines that ensure the entire company IT platform is functioning efficiently
- Develop programs that help transfer data from one database to another including transfer of data from MS Excel files into the cloud databases.
- Assist staff in discovering efficient ways to organize, store and analyze data and files, with attention to security and ease of use.
- Create and update standard operating procedures and user guides for building/maintaining the IT system.
- Propose improvements and efficiencies in processes. Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades, etc.).

Required Experience:

- Bachelor's Degree in Computer Science or a related field
- TCP/IP Internet knowledge
- Experience with Microsoft operating system
- Familiarity with network troubleshooting
- C++ and JAVA programming experience preferred
- Communication with end users and teams on outcomes of work

To Apply:

Please email a cover letter and resume to positions@icastusa.org with the position you are applying for in the subject line.