



ICAST Job Opportunity

Position Title: Software Integration Administrator

Location: Preferably Denver office but open to anywhere in the US

Areas of Expertise: B2B sales in multifamily industry or HVAC sales

Skill Level: Intermediate to advanced

Areas of Expertise: Software integration and management - Microsoft Remote Desktop, Salesforce, Acumatica ERP and other software programs currently in use plus internal databases; Network troubleshooting incl. maintaining Hardware and Software systems with help of IT service provider; developing and maintaining simple programs for operational efficiencies;

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:

Primary role is to be able to integrate current ICAST software systems for operational efficiencies. Also involves interfacing ICAST databases with customer databases to meet client reporting needs. Additionally, ability to develop tools that can improve process efficiencies for ICAST staff is important.

Responsibilities will include, but are not limited to:

- Ensure ICAST is using its current software platforms efficiently including Salesforce, MS office suite, Acumatica (ERP system), BambooHR, etc.
- Develop programs or protocols that help transfer data from one database to another including transfer of data from MS Excel files into cloud databases and transfer data and reports efficiently to/from customers who use a variety of database platforms.
- Develop tools and programs that improve process efficiencies for ICAST. E.g. develop a tablet app that allows staff to collect data on-site and upload it once they are back in the office; Develop test routines that ensure the entire company IT platform is functioning efficiently.
- Propose improvements and efficiencies in ICAST processes. Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades, etc.). E.g. Assist staff in discovering efficient ways to organize, store and analyze data and files, with attention to security and ease of use.
- Work closely with IT contractor and staff to identify and take care of IT issues, both hardware and software, including monitor the company's cloud storage accounts to ensure they remain protected and secure from potential hacking threats,
- Create and update standard operating procedures and user guides for building/maintaining the IT system.

Required Experience:

- Bachelor's Degree in Computer Science or a related field
- Database expertise
- Familiarity with network troubleshooting
- Experience with Microsoft operating system
- 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.