Job Description: Assistant Director of Digital Security and Media Production

Position Overview: The Assistant Director of Digital Security and Ethical Data Management will lead the organization's information technology strategy, ensuring the secure, efficient, and effective use of technology to support its mission and goals. This leadership role involves overseeing IT infrastructure, live streaming, video, and audio production, and guiding the organization's technology team to deliver innovative solutions.

Key Responsibilities:

Technology Strategy and Planning:

1. Develop and implement a comprehensive IT strategy aligned with the organization's objectives.

2. Evaluate emerging technologies and recommend solutions to enhance operational efficiency and mission delivery.

3. Establish and manage the organization's IT budget, ensuring cost-effective investments in technology.

IT Infrastructure Management:

1. Oversee the maintenance and enhancement of the organization's IT infrastructure, including servers, networks, and hardware.

2. Ensure IT systems and services' reliability, scalability, and security.

3. Manage vendor relationships and contracts for IT services and equipment.

Cybersecurity and Compliance:

1. Develop and enforce IT security policies to protect sensitive data and systems from cyber threats.

2. Ensure compliance with relevant regulations and standards, such as GDPR, HIPAA, or other applicable frameworks.

3. Conduct regular security audits and implement best practices for risk mitigation.

Team Leadership:

1. Lead and mentor the IT team, fostering professional growth and accountability.

2. Assign and oversee projects, ensuring timely delivery and alignment with organizational goals.

3. Facilitate cross-departmental collaboration to integrate technology solutions effectively.

Digital Transformation and Innovation:

1. Drive digital transformation initiatives to streamline processes and improve service delivery.

2. Oversee the implementation of new systems and software, including cloud-based solutions.

3. Support data analytics and reporting initiatives to enable informed decision-making.

4. Responsible for the streaming services, audio, and video production.

User Support and Training:

1. Oversee IT support services, ensuring prompt and effective resolution of technical issues.

2. Provide training programs to enhance staff and volunteer proficiency in technology use.

3. Promote a culture of continuous improvement in technology adoption.

4. Development, training, and enforcement of ethical systems use policies.

Qualifications:

1. Bachelor's degree in business, and Computer Science, (master's preferred).

2. Proven experience in IT management, and business management.

3. Strong understanding of IT infrastructure, cybersecurity, and digital transformation.

4. Demonstrated team management abilities.

5. Excellent problem-solving, analytical, and communication skills.

6. Proficiency in IT tools and platforms, including cloud services, ERP systems, surveillance systems, and data management tools.

7. Proficiency in English and Spanish Languages.

8. Demonstrated ability in web and app development and CMS systems management.

9. Experience in Office 365, Cloud Services, RMM software, Cloud PBX, ERP systems, and End Point Security.

10. Experience in LAN/WAN Networking and cabling management.

11. Experience with Server Management and Operating Systems.

Key Competencies:

1. Strategic thinking and ability to align IT initiatives with organizational goals.

2. Expertise in risk management and cybersecurity best practices.

3. Innovation and adaptability in leveraging technology for mission success.

4. Strong organizational and project management skills.

5. Commitment to the organization's values and mission.

Work Environment:

- Hybrid work options may be available.

- Occasional evening or weekend work required for critical system updates or emergencies.

- Travel may be required to oversee technology implementations or attend conferences.