

# NEW NASCOE POSITION

## Technology Coordinator

Our lives are increasingly affected by modern technologies that improve the way we live and work. Whether we are talking about communicating with others, tracking assignments, getting forms signed, sending and receiving funds, archiving documents, etc., the solution is now typically digital. At work we use instant messaging, online surveys, digital signatures and more. We rely on tools like SharePoint and GovDelivery. At home we increasingly go online or use apps on our phone to get our news, research issues, or even shop for our groceries.

NASCOE currently utilizes some of these measures, including hosting a website and sending bulletins through an email service. However, recently the Executive Committee has recognized that adopting more of these technologies would provide an opportunity to better conduct business and serve our members. Those technologies that we are using fall under the Webmaster position which is currently an ancillary duty for our Publicity Chair. These IT duties already take up a lot of time and adding new digital solution would be beyond challenging for any existing committee chair. Therefore, the Executive Committee is looking to establish a Technology Coordinator Position to help manage our existing infrastructure as well as assist in adopting various new digital solutions.

NASCOE has approximately 6000 members made up of a diverse group of people from all over the country. We know that many of you not only use these technologies daily, but some of you have detailed knowledge or experience in implementing them. Now is a great opportunity to assist NASCOE in improving or building key infrastructure that could assist your fellow members. Some potential responsibilities are listed below. This is a unique chance to help influence the creation of a national level position from the ground up. So if you have skills or even a passion in elements like web design, app management, database management, or any other IT solution, please reach out. Even if you are not interested in the Technology Coordinator position but possess these talents, please consider letting us know and volunteering.

In order to be considered, please send a brief introduction of yourself and your attributes, skills, and/or abilities to the NASCOE President at [brandon.wilson@nascoe.org](mailto:brandon.wilson@nascoe.org). NASCOE positions can take up a substantial amount of volunteer time, so please indicate your general availability.

### Potential Responsibilities and Duties

- Assist EC with questions and issues regarding access and use of NASCOE infrastructure. Examples include assisting with logging in, setting up meetings, troubleshooting errors, etc.
- Implement automated NASCOE processes and forms
- Develop and maintain cloud based repositories, such as OneDrive and SharePoint. This includes designing interfaces, educating users, and enforcing good IT policies
- Create, maintain, and refresh a modernized and user-friendly website
- Research beneficial technology for the association, makes recommendations to the EC, and works with contractors to implement as directed.

### Qualifications

- A passion or hobby for technology
- Approachable and patient
- Works well independently or as part of a team
- An ability to prioritize and delegate
- Problem-solving skills
- A keen eye for detail

