

**Kentucky Domestic Violence Association  
JOB DESCRIPTION**

**Position Title:** Information Technology Coordinator

**Reports To:** Training Administrator

**Exempt Status:** Exempt

**Employee Type:** Regular Full-Time

**Incumbent:**

**Number of Employees this position supervises:** 0

**Position Summary:** Provide technical assistance to KDVA and it's member programs. Maintain KDVA's computers, network, and other electronic equipment as needed. Keep up to date with security and privacy issues related to technology and provide relevant technology-related trainings through KDVA's training program.

**Essential Job Functions (listing most important first):**

- Technical Assistance (To KDVA Staff/ Programs)
  - Technical support with computers, databases, websites for KDVA staff and member programs
  - Support with data collection
  - Support for technical questions relating to privacy and security through technology
  - Support with basic technological questions and information
- Technology/ Infrastructure / Website
  - Technical support with computers, databases, websites for KDVA and member programs
  - Website updates / maintenance
  - Maintain and upgrade KDVA computers and equipment
  - Maintain KDVA's network
- Administrative/ Data Collection
  - Grant activities – monthly reports, data collection, etc.
- Training
  - Certification
  - ALICE
  - Social Networking / Privacy / Technology use
  - Prevention through technology and prevention of technological abuse
  - Other issues as identified
- Direct Services
  - Provide referrals (victim calls) whenever necessary
  - Answer program technology questions etc.

**Essential Job Requirements:**

**Education:** Bachelor's degree or equivalent workplace experience.

**Experience:** 3 years technical support experience or A+ certification.

**Qualifications:** Mac OS X and Windows support, network management, website design, database design a plus, security Commitment to ending domestic violence and working for social change.

**Travel:** Frequent in state.

**All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.**

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.**

**Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.**

**This document does not create an employment contract, implied or otherwise, other than an at-will employment relationship.**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Date