

## United Way of the Greater Lehigh Valley Job Posting

Posting Date: December 11, 2020

Position: Network Manager

Department: Strategic Technology

Supervisor: Henry Tangredi, AVP, Strategic Technology

Status: Salary, Exempt, Full-time

### **Position Description**

The Network Manager provides operational support for all the technological resources necessary to achieve the organization's objectives.

- Desktop and end user support,
- Maintenance and repair of all hardware, software, network, and telecom systems,
- Maintain and manage firewall and VPN systems,
- Management of on premises & cloud-based environments (Active Directory, Group Policies, Microsoft SharePoint, Office365 systems, Anti-Virus, Open DNS),
- Network administration and patch management in a Windows environment of approximately 65 users, including physical & virtual servers, desktop, laptop and remote users,
- Maintaining consistent up-time of the network, email system, on-premise servers, and internet access,
- Ensuring reliable back-up of all systems and data,
- Training end users on software usage and security,
- Coordinating with Audio/Visual vendor for A/V issues,
- Management, updating, and repair of network switching systems,
- Documentation of systems, passwords, licensing and assets.

### **Work Experience and/or Education**

- 5 or more years working experience supporting technology in an environment of at least 10 users. Relevant education of any level considered in lieu of experience.
- Working experience in a range of the following: maintenance and troubleshooting of technology hardware, Microsoft Windows, Word, Excel, and Outlook, and office equipment, current version of Windows desktop and server operating systems; Windows server and Microsoft Exchange server, SQL server; firewall, antivirus and spam filtering systems.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

### **Benefits Package**

In addition to the base pay and annual merit increases this position is eligible for our org-wide performance based annual bonus package which is typically 1%-2% of base pay. The benefits package includes subsidized medical and dental insurance, fully paid life and ltd insurance, an employee funded vision insurance option, a 401k retirement plan with employer contributions and a generous paid leave policy.

### **Remote Work during Pandemic Response**

This position is based in our office in Allentown, PA and post pandemic will have the expectation to report regularly to the office. However, most of the duties can be conducted remotely and during periods where public health officials are recommending telework to reduce the spread of infectious disease this position will be asked to work remotely. There are some duties that can only be conducted physically in the office, so even during these times it will be necessary for the person in this role to report to the Allentown, PA office for very limited amounts of time.

### **HOW TO APPLY**

Interested candidates may apply via: <https://easyapply.co/job/network-manager-3?rcid=uwglv> or contact Mary Terp, Sr. Director, Human Resources, [maryt@unitedwayglv.org](mailto:maryt@unitedwayglv.org), 610-807-5712

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**United Way of the  
Greater Lehigh Valley**

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