

Position Opening – Information Technology Systems Manager

Friends of Sleeping Bear Dunes has an opening:

Sleeping Bear Dunes National Lakeshore has been called “The most beautiful place in America” and it needs your help. Our 700+ member organization helps ensure that the more than a million and a half people who visit the dunes each year have a great experience, while helping to protect this precious resource.

We are looking for a person with information technology skills. This person would be responsible for identification and implementation of appropriate software and/or hardware solutions for various organizational needs. Responsible for software/ hardware installation and development of maintenance plans. They would ensure access of documents to appropriate staff and conduct training as needed.

This is a volunteer position as are all positions within the Friends.

Experience in or proficiency with the following would be helpful, but is not required:

Word Press, MS Office, Google Drive and G-Suite, DonorSnap and QuickBooks

Friends of Sleeping Bear Dunes will provide training and assistance as needed. A position description is attached.

Interested in helping out? For more information, please email wstott3193@gmail.com

The Friends of Sleeping Bear Dunes is a 501 (c) 3 non-profit, all-volunteer organization. Friends home: <https://friendsofsleepingbear.org/>

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