Wyoming Outdoor Council

Job Title: IT Assistant
Reports to: Associate Director
Type of Work: Full-time, Hourly
Classification: Non-exempt
Start Date: July 1 (negotiable)
Location: Lander, WY
Deadline to Apply: Applications will be reviewed on June 20, and will be accepted until position is filled
Starting salary: $23.08/hr (~$48,006 annually)

About the Organization
Founded in 1967, the Wyoming Outdoor Council is the state's oldest independent conservation organization. We use western science and Indigenous traditional ecological knowledge as well as legal and policy expertise to advocate for public land, wildlife, clean air and water. We seek lasting change by striving to meet people where they are, valuing diverse perspectives, building coalitions, and practicing reciprocity. We hold government agencies, lawmakers, and industries accountable for decisions that threaten the land, wildlife, clean air and water we depend on. We are a steadfast and trusted conservation voice at the state legislature. We are a membership organization, and we support and empower people to be effective advocates in their communities.

We offer a flexible, collaborative, and team-based environment with significant opportunities to take on strategic leadership, and competitive compensation offered in tandem with an excellent benefits package. This includes health, vision, dental, and disability coverage (where WOC pays 100% of the employee's premiums); a 403(b) retirement plan with up to a 5% WOC match, paid sick leave (up to 30 days), 15 days of vacation to start plus additional discretionary days off, 11 paid holidays; a health reimbursement account, a cell phone stipend, 12 weeks of paid family leave (available twice, after 18 months of employment); and the opportunity for 8 weeks of paid sabbatical leave every five years.

The Outdoor Council is an equal opportunity employer. We prioritize fairness in salaries across the organization and the scope of responsibilities may change depending upon experience. WOC is committed to building a diverse staff, board of directors, and an organizational culture of equity & belonging where we live our values.

Our Values
- We are dedicated to protecting Wyoming's environment and quality of life now and for future generations.
- In our conservation work, we lead with humility. We value diverse perspectives. We are solutions oriented.
- In our words and actions, we contribute to a respectful and equitable workplace where everyone feels a genuine sense of belonging.

- We seek creative solutions to tough problems. We are flexible and willing to change course if something isn't working.
- With kindness and honesty, we communicate directly. We respond to feedback with openness and a growth mindset.

About Your Role

You will be a member of our admin team and help support the overall conservation and fundraising work at the Outdoor Council. You will report to the associate director and work closely with the admin team in support of WOC's staff.

You will:

- Provide technical assistance to staff on Apple and Windows-based, hardware and software issues.
- Install, configure, and troubleshoot hardware and software.
- Monitor and maintain computer systems and cybersecurity.
- Support the onboarding of new employees through the set up accounts and user profiles
- Provide training to new staff on WOC systems.
- Provide computer system administration and maintenance.
- Respond to and diagnose technical hardware and software issues for employees and users of the WOC meeting space.
- Research and recommend new technologies.
- Create and maintain documentation of technical processes.
- Assist with oversight of onsite security system technology, including cameras and door keypads.
- Support the work of equity & belonging at WOC.
- Attend and participate in annual staff retreat and staff days.
- Other duties as assigned.

About You

You love working in a collaborative team, but are self-driven, organized, and able to take ownership and leadership over your projects to make them your own. You take pride in the quality of your work, making sure that detailed instructions are followed consistently.

You have knowledge of Mac hardware and software installation, troubleshooting, and maintenance. You're experienced at diagnosing and resolving technical issues. You have excellent communication and interpersonal skills. You enjoy pitching in to help others when needed. You can handle multiple projects at the same time. You are good at asking for help when you need it.

You are experienced working with the standard suite of office tools and technology. You aren't afraid to learn new systems. You are comfortable educating and training staff in the Google Suite collaborative work environment, Slack, and Microsoft Office.

And, you are committed to the mission of the Wyoming Outdoor Council and will support and

contribute to our equity & belonging work.

We strongly encourage applicants from underrepresented groups to apply.

To Apply
Email a letter of interest explaining how your experience and skills make you the right person to join our team. Include a resume and three references (with contact and relationship information) to Misti Haase at misti@wyomingoutdoorcouncil.org (please put "IT Assistant" in the subject).