

## **All People Thriving**

Position Announcement: IT/Website Specialist (Contractor)

All People Thriving (APT) has an immediate opening for a full service IT/Website professional to provide APT and APT's customers, partners and clients with basic website updates and maintenance, as well as research, development and deployment of specialized solutions for their missions, and general IT guidance and support. All People Thriving is an independent platform dedicated to empowering all people to reach their own unique highest and fullest potential by identifying and alleviating oppression at the individual, interpersonal and systemic levels. We provide integrity-based research and empowerment-based, trauma-informed education and training, as well as develop and advocate for human centered policies and technologies. We also provide hands-on consulting services to individuals and organizations that empower people to thrive in line with our national human rights agenda. This position will play a critical role in empowering advocates, entrepreneurs, nonprofits, businesses, policymakers and governments to meet their missions and advance positive change in our world. This contract-based position is paid per project with a minimum and starting base of \$1,000 per month + additional contracts as APT's customer and client base grows. APT current project rates start at a minimum of \$100 per contract (up to 4 hours per project); Larger and long-term contracts can be negotiated at higher rates depending on available funding.

To apply, please send cover letter outlining your experience and interest in the position, along with resume to Ryan Acker, Executive Director at [ryan@allpeoplethriving.com](mailto:ryan@allpeoplethriving.com) by January 4, 2024.

### **Job Description:** IT/Website Contractor

PT-FT/Contract

Base/Starting Rate: \$1,000 per month + Additional Contract/Project Opportunities

### **Qualifications**

- Demonstrated commitment to the mission, vision, core beliefs, guiding principles and values of All People Thriving
- 1-3 years progressive experience updating and managing websites, as well as researching, developing and deploying customized solutions using free or low cost tools
- 1-3 years experience providing in-person and/or remote general IT guidance and set-up aligned with the most recent best practices
- Demonstrated ability to effectively work, communicate with and provide customer service to diverse people, personalities, professions and skill levels
- Understanding of best practices and deployment strategies for IT and website security and ability and commitment to maintaining client/project confidentiality

- Successful experience working as or ability to work as an independent contractor

### **Skills**

- Excellent oral and written communication skills, including the ability to quickly comprehend and summarize client needs and messaging goals
- Excellent problem-solving skills, with solutions-oriented customer service skills
- Excellent project management skills, including attention to detail and ability to manage and meet multiple deadlines for diverse projects
- An orientation to setting and meeting reasonable goals and expectations, with the ability to be self-directed, work independently with little guidance or oversight, as well as within a collaborative setting
- Ability to empower others to learn and understand technology needs and solutions
- Advanced Wordpress skills and ability to quickly research, develop and deploy plug-ins and customized solutions

### **Responsibilities:**

- Provide general customer service, website updates and maintenance for new and established clients based on project/contract specifications
- Research, develop and deploy customized technology solutions, including web and app-based tools, for All People Thriving and clients based on customer-specifications
- Assist in research and/or development and deployment of new tools and technologies to empower APT and APT's clients to meet their missions
- Provide general IT recommendations and set-up expertise and guidance to APT and APT's clients
- Provide weekly reports via email and/or via meetings

**Reports to:** Executive Director