

Currently available: "Information System Analyst/Programmer (ISAP)" - A challenging Information Systems position in an internationally recognized not-for-profit, located in New York City.

Common Ground Community is an international leader in the development of solutions to homelessness. We are a 501c3 nonprofit, whose offices are primarily in New York City. More info about Common Ground is available at <http://www.commonground.org>

The Common Ground IT Department supports all of Common Ground's 280 staff in the areas of desktop computing, email, networking, telecom, and Information Systems.

We are a Microsoft shop, utilizing Exchange 2003, and Terminal Server. On the systems side we primarily support MS SQL server applications, with MS Access and .Net front ends.

The IT Department currently consists of a Director, two PC/Network Support Admins and an Administrative Support person. We are looking for a new member, to support users in the use of the various Information Systems that CG relies on.

This ISAP will report to the Director of IT and assist the various Common Ground departments by:

- Working with Managers and Quality Assurance Staff in various departments to assess needs for forms, queries and reports
- In some cases, creating and modifying software (MS Access, SQL, VB, .net) to execute those forms, queries and reports.
- In other cases, working with consultants to write software to execute those forms, queries and reports.
- Generating queries and information summaries for various government and funding entities
- Supporting end-users, by granting permissions, answering questions and providing training.
- Occasionally, serving as back-up to PC/Network support staff

This individual will need to work closely with Common Ground departments to assess needs, review database prototypes, provide training and perform maintenance.

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree in Computer Science, Information Systems or related field.
2. Expertise with Windows 2003/XP; with the Internet, the World Wide Web, and email.
3. Experience with Microsoft Access and other database systems
4. Commitment to working in a collaborative environment, providing assistance and support to program operations.
5. Good communication skills.
6. Commitment to Common Ground Community's mission to provide innovative solutions to end homelessness.

PREFERRED SKILLS:

- Microsoft SQL server experience
- Experience with .net apps
- Experience providing technical support in a non-profit, educational or government organization
- Ability to work independently and/or as part of a team with all levels of staff and management.
- Excellent time management and ability to handle multiple tasks simultaneously

This position will be located in our offices at 505 Eighth Avenue in New York City.

If interested, please send cover letter and resume to Julie Van Dore at jvandore@commonground.org.