Systems Administrator

Location: New York, NY

We believe in a world in which every human life is valued, and health and human dignity are shared by all.
We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

We believe change starts with her.
We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – learn more.

We believe in people.
We strive to live out our core values of collaboration, love, excellence and respect every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. *Read more from our President & CEO below.*

Overview

Under the leadership of the Director of Information Technology, the Systems Administrator maintains CMMB's systems, and in parallel, seeks new ways to improve performance, security and overall user experience. Daily activities include server maintenance, proactively addressing user requests, maintaining backup jobs, and ad hoc project work.

Responsibilities

Server Administration
- Oversee global Informational Technology (IT) server infrastructure
- Maintain and administer Active Directory, DNS, and other network services within a secure environment
- Install and support server and networking devices to ensure best operation
- Manage Active Directory architecture and replication in a multi domain environment
- Manage user account setup, permissions and passwords
- Research and make recommendations on improved system administration

Security Administration
- Fully support, configure, maintain and upgrade networks, in house and remote infrastructure
- Ensure network security and connectivity
- Define system policies and procedures
- Apply the latest networking and system technologies, including cloud-based architecture

Application Support
- Maintain a virtualized environment utilizing VMware vCenter
- Plan for and applying application software patches
- Verify completion of scheduled daily backup jobs
- Manage Microsoft SQL databases
- Install and integrate new server hardware and applications

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- Support and administer third-party applications
- Manage Debian & CentOS Linux servers

General Administration
- Perform daily system monitoring, verify the integrity and availability of all hardware, server, network resources and review system and application logs
- Diagnose and resolve software, network and hardware issues
- Load OS, Microsoft updates, virus protection, and other applicable software as needed
- Maintain machine integrity by periodically checking event logs, disk space, virus protection updates, and Microsoft updates.
- Assist in training new staff in network and workstations usage
- Monitor and validate software licensing compliance through electronic and physical audits
- Improve organizational and individual user compliance in line with stated policies and procedures
- Ensure accuracy in runbook documentation
- Establish and maintain contact with vendors for support and problem resolution
- Complete ticket requests thoroughly and in a timely manner

- Provide service Server Administration, Security Administration, Application Support and General System Administration needs to US and Country Office clients.
- Perform other relevant duties as assigned.

Required Skills, Knowledge, and Abilities:
- Bachelor's degree in Computer Science or other relevant technical field
- Expertise managing a Windows Server environment including Active Directory, DNS, Exchange, IIS, SQL Server, expertise with VMWare, Veeam Backup and Replication
- Minimum 3 years' relevant experience to include Disaster Recovery, Data Storage and Network Security
- Knowledge of Windows Server, Active Directory, DHCP, LAN/WAN, Office 365, SQL Server
- Knowledge in networking – VPN, VLANS
- Ability to maintain effective working relationships with fellow employees
- Ability to communicate effectively; including implementation of Policies, Procedures and manuals
- Attention to details, ability to handle confidential information
- Experience delivering exceptional customer service in a fast-paced environment.
- Experience with Change Management procedures
- Experience in design, implementation and maintenance of complex networks
- Experience with VOIP phone systems
- 2 years hand-on experience on Cloud platforms – AWS, Azure or VMWare
- Experience with Linux Server Administration a plus
- Ability to lift 40 lb.
- Microsoft Certified Systems Engineer (MCSE) desired, but not required

Note: Applicants must be authorized to work in the U. S at the time of application.

How to apply

Visit our careers page for more information, and click here to apply.

Healthier Lives Worldwide   cmmb.org

A message from Bruce Wilkinson, President and CEO of CMMB – Healthier Lives Worldwide

As president of CMMB, I would like to thank you for your interest in joining with us on our journey to bring healthier lives to women, children and their families worldwide. CMMB has embarked on our second century of service to the most marginalized. Our vision of a world in which every human life is valued, and health and human dignity are shared by all is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work, and are so pleased you are considering CMMB as your potential employer.

The position of Systems Administrator is critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional and motivated team.

Cheers,
Bruce