



Position Description

Position Title:	System Administrator
Status:	Exempt
Position Reports To:	VP of Strategic Initiatives
Schedule:	Full time up to 40 hours per week with some flexibility in scheduling. May be required to work additional and/or evening hours during busy time periods or for special events.
Salary Range:	\$60,000 – \$75,000

Background

The Women's Fund is looking for a bright, enthusiastic System Administrator to work closely with one of our partners, Triggerise, on our Adolescent Health Project (AHP). Triggerise will be responsible for integrating their technology platform into AHP to motivate healthy adolescent behavior. As the System Administrator, you will support the implementation of Triggerise software and applications. Although you will be based out of Omaha, you will keep in close touch with Triggerise staff based in New York, Portugal, The Netherlands, Kenya, India and possibly elsewhere.

Triggerise has a software development team based in Porto, Portugal, who have already developed most of the software necessary for this project. They have successfully deployed this software in several countries in Sub-Saharan Africa and in Asia. In Kenya, Triggerise's largest market, 143,675 users engaged with reproductive health products and services in 2018.

The Job

The System Administrator will work closely with the Triggerise Development Team to tailor software modules to the state of Nebraska. You will essentially be the link between program operations and the technical platform. You will maintain and update the platform, debug and troubleshoot, provide great customer support, and lead data and report generation. We're looking for someone with a strong technical disposition, a deep familiarity with data analysis and visualization, and the drive to increase demand for and access to reproductive health products and services. You'll also need to be comfortable with autonomy and excited by uncertainty.

Here's Some of What You'll Do:

- Support setting up of Triggerise's software platform and tailoring it to the Nebraskan context;
- Maintain and update Triggerise's software platform;
- Translate business requirements into platform configuration;
- Lead testing, debugging and troubleshooting;
- Support users and team members on pressing technical issues;
- Train internal staff and external partners on how to use Triggerise software;
- Be the go-to-person for all things data. This will include generating reports, analyzing reports and putting together dashboards;
- Identify strange data patterns and possible misuse of products;
- Make data-driven decisions that improve program outcomes;

- Get into the field! In this role, understanding programmatic details – like adolescent user journeys, the roles and responsibilities of health care providers, and the nature of transactions with online or potentially brick-and-mortar retailers – will be key.

Your Profile

Most of what we're trying to do in Nebraska has not been done before. At times, you will have limited guidance and few blueprints. Sometimes you will fail or encounter seemingly unsolvable problems. You will need to be okay with that. On the flip side, the System Administrator will innovate constantly, support a dynamic team in growing something from scratch and influence a model with national potential.

We encourage applications from people with seemingly unrelated career paths and/or multiple interests. However, it is critical that you have strong technical skills, data analysis skills and experience learning new and complex things quickly.

It's worth emphasizing that data analysis will be a key part of this job. You won't just need to be comfortable with data; you'll need to be comfortable being the go-to data person who not only understands how to crunch numbers but also what the numbers you're crunching mean. Proficiency in advanced Excel will be a plus.

You will need to supplement your technical skill set with a willingness to dive into the programmatic and operational weeds. Our technology will need to reflect programmatic (read: reproductive health) complexities, and it will be your job to make sure it does. Plus, the work that we do is super exciting, and we want you to want to be exposed to and motivated by the broader picture! This means that being passionate about our mission to improve the lives of women and girls is a must.

You will also need to be comfortable working with a virtual team. You should be tech savvy enough to do so.

Additional Requirements:

- Tech-savviness, including comfort handling multiple digital project management and communication tools, organizing your own files, learning new interfaces and keeping up with the latest trends;
- Superior analytical skills and an ability to multitask;
- Willingness to do administrative work (while this role won't be heavily administrative, everyone on our team pitches in);
- English fluency. Fluency in other languages is a plus, since you'll be working with diverse communities and teams;
- Willingness and availability to travel periodically in Nebraska and possibly internationally.

Start Date: Negotiable

Non-Discrimination Policy

The Women's Fund of Omaha does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), disability, marital status, sexual orientation, citizenship status, veteran status, political affiliation, or economic status, in any of its programs, activities, and employment. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and partners.

The Women's Fund is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.