February 16, 2022

Network Administrator
Administration Unit

Greater Boston Legal Services (GBLS) is an Affirmative Action/Equal Opportunity/Accessible Employer and strives to ensure that our staff members reflect the diversity of the communities we serve.

About GBLS
Greater Boston Legal Services (GBLS) is a non-profit that provides free legal assistance and representation on civil (noncriminal) matters to hundreds of the neediest residents in the city of Boston and 31 surrounding cities and towns helping them to realize the promise of equal justice under the law. GBLS has offices in Boston and Cambridge, Massachusetts.

GBLS is seeking a full-time Network Administrator with 1-3 years of hands-on network experience to join its IT team. The Network Administrator is responsible for management of GBLS's Microsoft network and VOIP phone system. This is a full-time, on-site position in the Boston office once our offices are able to re-open. Until then, the job is remote with some on-site duties.

The successful candidate will be motivated, resourceful, creative, detail-oriented and enjoy learning new technologies. She/he/they must have the skills, experience and confidence to work independently and with members of the IT Team and GBLS staff and welcome the opportunity to work within a multi-disciplinary, multi-cultural office.

GBLS is eager to hire individuals who have demonstrated commitment to serving their community, who want to put their technical mindset to use in improving access to justice and who are willing to grow their knowledge in assigned areas of responsibility. Extra consideration will be given to candidates with work or volunteer experience with non-profit law firms.

Core Responsibilities
Administration of enterprise-level Microsoft Exchange network:
- Design, configuration, administration, and troubleshooting of the GBLS LAN/WAN:
  - Microsoft Exchange/Active Directory/Windows 10/System Center/Office 365/PowerShell
  - Dell and VM servers and switches

- o Wi-Fi/Router/Firewall/Security: Ubiquiti, Fortinet, Okta)
- o VPN: Fortinet
- o Cloud infrastructure: AWS, Azure, SharePoint
- o File storage, redundancy, disaster recovery/failover: Datto
- o Desktop/Laptop imaging: Windows Deployment System
- o Printer/Copier/Scanner: HP, Xerox
- o VOIP phone system: TPX
- Escalated Helpdesk support
- Licensing and vendor relations management
- Network documentation creation and maintenance

KEY QUALIFICATIONS
- 1-3 years of direct experience designing, configuring, maintaining and troubleshooting a 250 pc Microsoft network
- Competence in at least one programming or scripting language and demonstrated ability to automate system administration task
- Excellent problem-solving, time management, interpersonal skills

Salary and Benefits
- Salary is based on a union scale, which begins at $79,925 for an engineer who has 1 year of experience and $82,970 for someone with 3 years of experience. GBLS offers a generous benefits package, retirement contribution, and generous PTO leave. Candidates should submit letter of interest, resume and brief writing sample to the Personnel Department at jobs@gbls.org. Please refer to **Job Code: NA-IT** when applying for this position. **Deadline is March 6, 2022** or until position is filled, with applications to be reviewed on a rolling basis.

GBLS values diversity and encourages applicants from a broad range of backgrounds.