IT Team Member

Job purpose

To support the wider Kiwiburn Team in the ongoing maintenance and development of our IT tools and security practices, along with providing support with IT-related queries. For KB24, an IT Team Member can swap between a Portal Developer or Liason function - see responsibilities below, depending on their comfort with each function.

Key Responsibilities

- **Web Developer -** with React/Typescript experience
- **IT Liaison** - Assist fellow volunteers with IT support and queries.
- **IT Liaison -** Systems Administration (AirTable, Google Workspace, Slack, Workflow management tools).
- **Both -** Help develop Kiwiburn's IT protocols and processes.
- **Both -** Be proactive in improving, adjusting, and helping develop our tech stack and security.
- **Both -** Be available regularly via Slack.
- Act in a manner fitting of a Kiwiburn member, as per the Memorandum of Understanding.

Working Relationships

- IT Team , IT Team 2iC, IT Team Co-Leads, Postmaster
- Admin Team
- ExCom Secretary
- ExCom, Team Leads and Volunteers (offering support)

Time Commitment

- **Year round:** 1 - 3 hours per week
- **On site:** Minimal, just be available

Necessary Qualities, Knowledge and Experience

- React/Typescript experience
- Good with databases and information architecture.
- A variety of IT disciplines such as server management, front-end coding, security, database administration, or an ability to pick up IT tools and frameworks relatively easily.
- Good written and verbal language.
- Ability to communicate complex systems in an easy-to-understand manner.
- Regular internet access.

- Responsive to Slack and email communications.
- Reliability - comfortable communicating regularly and proactively and asking for help when necessary
- Good understanding of Kiwiburn and worldwide Burner culture.
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the [Memorandum of Understanding](#) for more information.