



Room Circus: a Non-Profit committed to alleviating the isolation and stress of hospitalized children and their families through the healing art of laughter and play. For more information: roomcircus.org

Room Circus is searching for a pro bono G- Suite Cloud Administrator to fulfill the Cloud Storage Manager vacancy on their General Board.

Cloud Storage Manager Job Summary:

The Cloud Storage Manager is part of the Communications Committee and reports to the Vice President of Communications.

As a G Suite Cloud Storage Manager, you will ensure that board members have the best experience using G Suite products. You are responsible for providing guidance, technical assistance and training to the Board on how to effectively utilize Google for Nonprofits. You will have demonstrated experience managing Gmail environments, working with cloud technologies and G Suite (essential). Interoperability experience with Video Conferencing systems - Google Hangout/Facetime.

Key Responsibilities:

- Google Drive for Non Profit G-Suite Administrator, managing network folder access, assigning Room Circus email accounts and providing Google Calendar access to Board members
- Develops Training Resources for Google Drive and Google Hangout
- Utilizing Google Adword Grants for the Room Circus Website
- Manages all other Cloud Based Software accounts such as Eventbrite, Mailchimp, Quickbooks, Little Green Light and Google Photos
- Managing user access to cloud based software as needed
- Maintains User Security
- Manages VOIP Office Phone Account

Time Commitment: 10 hours per month, voluntary unpaid work.

Education/Experience: Some college credit completed in computer science or equivalent or sufficient work experience in technology field.

Apply with resume and covering letter: president@roomcircus.org