

**AMERICAN INDIAN COMMUNITY HOUSE, INC.**  
**11 Broadway – 2<sup>nd</sup> floor**  
**New York, NY 10004**

**POSITION: ADMINISTRATION - Site Manager & Management Information Systems Specialist**

The mission of the American Indian Community House (AICH) is to improve the well being of urban American Indians and to promote and increase the visibility of American Indian cultures in an urban setting by administering programming based on community needs and by cultivating relationships that support and further our vision.

AICH seeks to hire an Site Manager & Management Information Systems Specialist (Site Manager & MIS Specialist) who will be responsible for all PC based applications, perform programming or business analyst functions; management of day to day computer operations; oversee application development of the existing system as well as analyze the system environment including: hardware, software and operations for short and long term enhancements; development of functional and design specifications for a new computer system done in consultation with users; an understanding of the Indian Health Service (IHS) Mainframe system environment providing specific support to the Health Department's Resource Patient Management Systems (RPMS); Wellness, Diabetes, Behavioral Health, and Food Program computer systems, including equipment, software and local area network. The position also provides administrative support to all of AICH departments.

**RESPONSIBILITIES & ESSENTIAL FUNCTIONS:**

Responsibilities include: providing technical support in the development and analysis of documentation standards utilized by stakeholders, performing data entry functions to update and maintain the tracking of content for Health Program Documentation Repository, incorporating documentation archives into the Program Documentation Repository, verifying documentation for quality and distribution, analyzing program documentation requirements, identifying gaps and suggesting improvements, preparing guides and related materials, maintaining logs, preparing and documenting reports, tracking of issues regarding program documentation and security standards, as well as coordinating special technical support projects as required. Additionally, the Site Manager & MIS Specialist also needs web/graphic designer background which will supplement and craft the structure, build the navigation, design the interface, conduct quality assurance and perform site maintenance for rich media AICH website, including internet, intranet and extranets. In addition, the Site Manager & MIS Specialist is to prepare and compile reports for management staff, maintain inventory listings, prepare quotes for purchase of equipment, software and licenses.

Tasks also include, but not limited to the following:

- Design annual reports, brochures, logos, email newsletters and social media pages to communicate with staff and customers.
- Work with a web developer and/or programmer to make the websites dynamic and live.
- Collaborate with content providers to select and format appropriate copy and imagery.
- Build site maps; develop wireframes and original imagery.
- Perform user testing, create design prototypes, and define the look and feel of the site.
- Finalize graphic content in all media, including video, audio and Flash.

Health Department duties are as follows:

- Manage and assign usage codes and keys to the RPMS system.
- Provide training and technical assistance to staff on RPMS system and other related hardware and software.
- Verify and maintain the quality of database integrity.
- Prepare data to be transmitted to Indian Health Service (IHS).
- Provide a monthly report both in narrative and statistical format to the Director of Health Programs and Executive Director.
- Generate detail reports for users as requested and perform data entry duties if needed.
- Maintain and distribute RPMS usage manuals.
- Assist in research and preparation of private and public application for additional funding necessary to support and expand the data needs of the organization.
- Maintain strict confidentiality of client and personnel information adhering to HIPAA, professional codes of conduct, State of New York regulations and AICH Policies and Procedures.

**REPORTS TO:** Executive Director & Director of Health Programs

**QUALIFICATION REQUIREMENTS:**

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in computer science or a related computer field and two years of progressively more responsible, full-time, satisfactory experience using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties; or
2. A four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and six years of experience as described in "1" above; or
3. A satisfactory combination of education and experience equivalent to "1" or "2" above.

All candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.

**Essential Skills**

The preferred candidate should possess the following: a minimum of 3 years Windows 2003/2008 Server maintenance and support; Current experience working with WSUS (Windows Server Update Services); 1 year of experience in document repository maintenance or related work; experience with MS Office programs (Word, Excel, Access, PowerPoint, Outlook, etc.) as well as industry-leading project management tools; Strong portfolio of website design; Superior knowledge of current web and graphic design trends and techniques; Strong knowledge of HTML; Expert in CSS, Flash, Photoshop, Illustrator and InDesign; Proficiency with Microsoft Office applications; Knowledge of JavaScript, PHP and similar tools; meticulous attention to detail and developed analytical skills; exceptional interpersonal and communication skills (both oral and written); ability to multi-task and set priorities under tight deadlines; ability to work with technical and non-technical staff. Knowledge of Cold Fusion preferable.

**OTHER REQUIREMENTS:**

- Clear background check.
- Able to lift and carry approximately 30 pounds.

**Please e-mail resume and cover letter to:**

Cara Thunder, Director of Health Programs  
American Indian Community House, Inc.  
11 Broadway, 2nd Floor, New York, NY 10004  
[cthunder@aich.org](mailto:cthunder@aich.org)

**No Phone Calls Please**

AICH offers excellent benefits package. Salary commensurate with experience; based on qualifications and credentials. The Site Manager & MIS Specialist is a full time position with a salary range of \$40,000-\$45,000.

AICH is required by the Federal Government to have an American Indian Preference Program in place. If a qualified American Indian candidate cannot be found, an applicant other than American Indian may be selected in accordance with our Equal Opportunity Employer Program.