IT and Security Administrator

Reports To: Executive Director of Operations & Partnerships
Commitment: Up to 15 hours per week
Location: Remote
FLSA Status: Non-Exempt (hourly)

Mission & Role Summary

The IT and Security Administrator is responsible for overseeing and maintaining the entire technological infrastructure and rigorous security protocols of Compass IGG & Advocacy. This position is the primary guardian of the organization's sensitive data, ensuring maximum confidentiality and compliance. The Administrator serves as the chief gatekeeper for system access, manages external security contractors, and is an integral part of the management team dedicated to ethically pursuing the mission of resolving unidentified missing persons cases.

Key Areas of Responsibility

Security Protocol Development and Oversight

- Design, implement, and enforce comprehensive security protocols, policies, and procedures to protect highly sensitive case files, genetic data, and organizational information.
- Ensure all systems and practices comply with legal and ethical standards related to data privacy and forensic integrity.
- Stay current with best practices, threats, and advancements in data security.

Risk Assessment and Contractor Management

- Contract and oversee projects for introducing new technological platforms, ensuring that thorough security risk assessments are performed prior to implementation.
- Periodically contract and manage comprehensive security risk assessments and penetration testing for the entire organizational infrastructure, as directed by the Executive Director of Operations & Partnerships (EDOP).
- Manage all external IT and security contractors, ensuring projects are completed on time, within budget, and adhere to security specifications.

System Management and Access Control

- Serve as the primary system gatekeeper for all organizational platforms, databases, and digital assets once IT systems are in place.
- Manage user access permissions for all staff and volunteers, ensuring access is issued only as requested and strictly adheres to the principle of least privilege.
- Issue specific case access to all members of IGG teams once they are assembled by the Executive Director of Organizational Development & Culture.
- Oversee system maintenance, backups, disaster recovery planning, and troubleshooting.

Management Collaboration and Training

- Participate as a member of the management team, attending regular meetings (frequency to be determined) to provide updates on security status, risks, and technology needs.
- Collaborate with the Director of Education to ensure training programs cover IT security policies, best practices, and threat awareness.

Qualifications & Experience

- Minimum 3 years of progressive experience in IT infrastructure management, cybersecurity, or data protection, preferably within an organization handling highly sensitive or regulated data (e.g., healthcare, legal, finance, or forensics).
- Demonstrated expertise in developing and managing comprehensive security protocols and access controls.
- Proven experience managing vendor relationships and overseeing external IT/security contractors and risk management projects.
- Strong knowledge of data privacy laws and compliance frameworks (e.g., HIPAA, GDPR, or similar standards governing sensitive information).
- Relevant certifications (e.g., CISSP, CISM, CompTIA Security+) are highly desirable.
- Experience with Google Workspace and Salesforce is highly desirable.
- Excellent communication skills, particularly the ability to translate complex technical requirements into clear policies for non-technical staff and leadership.
- Security Mandate: Must have access to a reliable, private internet connection and a personal computer that is password protected and not shared with others.

- Must be eligible to work in the US.
- Vetting & Final Offer: All offers of employment with Compass IGG & Advocacy are strictly contingent upon the successful completion of a comprehensive background check.

Compensation and Benefits

- Compensation: $20.00 - $25.00 per hour (based on experience), for a commitment of up to 15 hours per week
- Employee Assistance Program
- Paid sick leave