



Mission: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

Vision: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability... one lift at a time.

Come & Consider Joining Our Team

Community Action Partnership of Madera County

Title: IT Communication Specialist

Location: Madera, California

Types: Full-time; 12 months annually

Compensation: starting pay at \$25.66 per hour; medical/dental/vision/life, Employee Assistant Program, 403(b) retirement plan

[CAPMC](#) is seeking a strategic and creative person to be responsible for performing administration and maintenance of the agency's intranet and public website. Creates, manages, and maintains Microsoft SharePoint and Word Press contents. Presents and trains users on the use of Microsoft Office Suites.

This individual must have the ability to:

- Provide training, assist users in problem resolution, and explain system and application use.
- Communicate clearly and concisely, both written and verbal skills.
- Work well under pressure and meet deadlines.
- Gather, organize, and analyze information.
- Assume responsibility for technical projects.
- Analyze data, identify problems, and develop appropriate solutions.
- Creates design and layout of various publications. Illustrates concepts by designing layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Provides content and graphic management of Agency's website and other virtual technology such as social media and the Agency's intranet. Stays abreast of emerging technology in the communications and information technology fields and makes recommendations on tools the Agency should utilize in its communication strategy. Assists in drafting policy and makes recommendations regarding procedures for use of communication tools.
- Effectively communicate technical concepts to non-technical users.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work. Climb in high areas such as on roofs and ladders to repair, install wiring and hardware.
- Present information to users in resolving problems, and explain system and application use.
- Have strategic and creative mindset.
- Prepare complex reports including cost benefit analysis, return on investment, and total cost of ownership.
- Stay abreast of and adapt to rapidly changing technology.

This individual will demonstrate to possess the knowledge of:

- Current technology as it pertains to audio/video services, media platforms, and document imaging.
- Principles of information technology systems.
- Principles and techniques of presentation and training.
- Principles of technical writing, business reports, newsletters, and website contents.
- Personal computer software including Windows, Microsoft® SharePoint Server and Microsoft® Professional Office products.
- Form creation and work flow principles as it pertains to integrated routing and submission of on-line forms in SharePoint, Word Press and related technologies.
- Website design, development and support.
- JAVA Script and web services programming language.

Requirements/Qualifications:

- Bachelor's degree in Communication Studies, Journalism, English, Graphics Design or related field.
- Two years of increasing responsible experience in the analysis, design and implementation of information and deployment
- Two years' experience in operating technology systems and providing technical support.
- Microsoft Office Specialist (MOS) preferred
- Certified Web Developer preferred
- UX Certificate Design preferred

General Physical Requirements:

- Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

Apply: visit www.maderacap.org and submit [an application](#) to employment@maderacap.org

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance, and reference checks, pre-employment physical, immunization requirement, COVID-19 vaccine mandates, and TB test is required for Head Start funded positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer