

Job Description: IT Manager



About Serve The City

Serve the City is a movement of volunteers around the world connecting with local opportunities to serve in our cities. Many people want to get involved in the community and help in some way, but it's hard to know where to start or if the simple things we might do would make a difference. Serve the City organises events where volunteers can start by showing kindness in practical ways to people in need, believing that many people doing small things together can make a big difference. Serve the City began in Brussels in 2005, and came to Luxembourg in 2012, where it has become the leading charity for the expat community.

Role

The IT Manager will oversee all technical aspect of the charity . He will make sure all systems in use within the organization are available and appropriately maintained to achieve our established mission and objectives.

Main tasks

- Develop and implement IT policy and best practice guides for the organisation
- Conduct regular audits and controls on data security
- Identify opportunities to improve and update software and systems
- Design relevant IT training programs and workshops for staff
- Oversee major projects including system updates and migrations
- Coordonate and develop synergies with STC International
- Share regular updates and reports regarding system and IT budget to the board

The IT Manager is a member of the executive board and participates in monthly leadership meetings.

Skills and capabilities:

- Experience in voluntary organizations as an asset
- Knowledge in IT support and basic development
- Excellent organizational skills
- Ability to communicate clearly
- Fluent in English. Good knowledge of French an advantage

Please note that as we are 100% volunteer based charity, all positions are unpaid work at the service of the Community and should not represent more than few hours a week. To apply please send your resume and cover letter to hr@servethecity.lu or send a quick application through this [form](#).