



IT Security Analyst

JOB SUMMARY

Reporting to the IT Manager, the IT Security Analyst will be responsible for maintaining the security and integrity of our data here at Random Acts. Their main job will be to analyze the security measures and determine how effective they are as well as provide a quick response to possible threats. In addition to that, the Security Analyst will also help with ongoing volunteer training around best security practices such as creating strong passwords and detecting phishing attempts.

RESPONSIBILITIES

- Establish plans and protocols to protect our donor records and information systems against unauthorized access and/modification.
- Perform security and risk analysis on current and future systems and/or applications.
- Ongoing maintenance of our data and monitor security access.
- Maintain our TeamPassword account and user access for various applications for all volunteers.
- Be a source of expertise for Random Acts on best data security practices and recommend appropriate tools and countermeasures.
- Train fellow volunteers in security awareness and procedures.
- Assist the IT Manager and team on various other IT Projects.
- Attend any required staff and departmental meetings.

DESIRED QUALIFICATIONS AND SKILLS

- At least 2-3 years in an IT security role or relevant IT security experience
- Bachelor's degree in Information Security, Information Technology, Computer Science or other related majors preferred.
- Understanding of anti-virus and anti-malware.
- Understanding of TCP/IP, common networking ports and protocols, traffic flow, system administration, OSI model, defense-in-depth and common security elements.
- Experience educating non-technical people on security awareness and procedures.
- Security certifications (such as CompTIA Security+, SSCP, CISSP etc.) preferred.
- Solid project management, critical thinking, problem-solving and analytical skills
- Strong oral, written, and interpersonal communication skills to establish and maintain good working relationships within Random Acts and outside the organization