

SCWWZ IT/Tech Co-Chair – Qualifications

The Serenity Circle IT/Tech Co-Chair assists the IT/Tech Chair, Steering Committee members, and Group members with the administration, maintenance, and troubleshooting of the Group's website, email, Zoom, and other technical services. The Co-Chair must also be prepared to assume responsibility for the Group's technical operations if the IT/Tech Chair becomes unavailable.

Minimum Qualifications

- Minimum **two years continuous sobriety**.
- Comprehensive understanding of **Alcoholics Anonymous and the operations of Serenity Circle**.
- Professional, volunteer, or equivalent practical **IT experience**, particularly in web development and web-based systems administration.
- Proficiency in **HTML5**, including the ability to work directly with source code without reliance upon a CMS, WYSIWYG editor, or point-and-click website builder.
- Working knowledge of **CSS, JavaScript, and PHP**.
- Experience with **web hosting administration**, including cPanel or comparable hosting interfaces, SFTP/FTP, domain and DNS management, SSL/TLS, file management, backups, and restoration.
- Working knowledge of **databases, web forms and form processing, APIs, SMTP, and third-party service integrations**.
- Ability to administer and troubleshoot **domain-based email accounts and services**.
- Familiarity with **Zoom Workplace/Business administrative functions**, including account, user, meeting, host, and security settings.
- Strong general **technical troubleshooting and problem-solving skills**, including the ability to research, diagnose, and resolve unfamiliar technical issues.
- Ability to assist with or carry out **migration of websites, databases, email, and other services between platforms or providers when necessary**, while minimising disruption to Group services.
- Understanding of appropriate **information security, access control, credential management, privacy, backup, and recovery practices**.
- Ability to maintain clear and current **technical documentation** to support continuity between trusted servants.
- Ability and willingness to assume responsibility for the Group's technical operations if the IT/Tech Chair becomes unavailable.

E-mail IT@serenitycircleea.org to enquire further.