



## Employment Opportunity

### IT Support Specialist

Catholic Legal Services of Miami (CLS) is a non-profit organization that represents low-income immigrants without reference to their race, religion, gender, ethnic group, or other distinguishing characteristics. CLS seeks a full-time IT Support Specialist to provide technical support to our staff.

Primary Location: Miami Office. 28 W. Flagler Street, Miami, FL 33130

Secondary Location: Broward Office. 6565 Taft St, 4th floor. Hollywood, FL 33024 (twice a month)

#### Job Duties

Provide technical support to staff including troubleshooting technical issues, installing and updating software, doing basic hardware maintenance and upgrades, network monitoring, creating and updating user accounts, installing telephones, implement and monitor daily backups and recovery, etc.

#### Schedule

Monday through Friday, 9:00 AM to 5:00 PM, in person at the office (no remote work)

#### Qualifications

- Associate or bachelor's degree in computer science or related field
- Proficient in Windows 10, 11, and Server
- Knowledge of VM design and deployment using VMWare
- Proficient in Microsoft Office 365 and related products including Access and SharePoint
- LAN/WAN networking experience
- Knowledge of Microsoft SQL and Azure is a plus
- Knowledge of Cisco Meraki a plus
- **Must be willing and able to travel to our Hollywood office a couple of times a month**



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## Benefits

- 403 (b)
- 403 (b) matching
- Disability insurance
- Flexible schedule
- Health insurance
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan

## Salary

\$17 an hour + benefits

To Apply: Send a cover letter and resume to Yenlys Artiles at [yartiles@cclsmiami.org](mailto:yartiles@cclsmiami.org) or Dr. Marzo Artime at [martime@cclsmiami.org](mailto:martime@cclsmiami.org).

**CCLS is an EEOC/AA employer and encourages women and minorities to apply. Our office hires regardless of race, religion, gender, sexual orientation, or ethnicity.**

**Main Office**  
28 West Flagler Street, Suite 1000  
Miami, Florida 33130  
Tel. 305-373-1073

**Hollywood Office**  
6565 Taft Street, Suite 401  
Hollywood, Florida 33024  
Tel: 954-306-9537