Information Technology & Security Volunteer Description

Purpose and Goal
Implement measures to protect the Foundation’s sensitive and mission-critical data, staying one step ahead of cyber attackers with innovative solutions to prevent critical information from being stolen, damaged or compromised by hackers.

Primary Responsibilities
• Risk assessment—identifying problems the Foundation might face
• Vulnerability assessment—determining the Foundations’ weaknesses
• Defense planning—installing protections, such as firewalls and data encryption program
• Create plans to prevent any malicious or inadvertent use of data, create plans for emergency use, train users on security measures, and monitor access to data
• Ensure that systems are working as designed by making changes, applying patches and setting up new admin users
• Develop, implement, and ensure compliance of policies to protect the Foundation’s data from being inappropriately accessed or used

Qualifications
• Logical, efficient, orderly, and highly organized
• Bachelor’s degree in computer science or related field.
• Experience in information security or related field.
• Experience with computer network penetration testing and techniques.
• Understanding of firewalls, proxies, SIEM, antivirus, and IDPS concepts.
• Ability to identify and mitigate network vulnerabilities and explain how to avoid them.
• Understanding of patch management with the ability to deploy patches in a timely manner while understanding business impact.
• Excellent communication skills
• Commitment to take on occasional security-related special projects

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Time Commitment
- Time to dedicate to this professional volunteer opportunity (up to 10 hours per month)
- Commitment to take on occasional IT and security-related projects as needed
- Commitment to attend regular meetings
- On an ad hoc basis, attend events according to schedule—events usually take place during evenings and weekends

Benefits
- Gain an understanding of local community needs and how they are being addressed
- Improving your communication skills
- Great personal satisfaction, since you have the opportunity to make a real difference to our donors’ lives

Orientation and Training
- Read the Morning Star Foundation by-laws, Morning Star Foundation Articles of Incorporation
- Meet with the Executive Governance Committee and Chief Executive Officer

This role is purely voluntary and this arrangement is not meant to be legally binding or an employment contract. Out-of-pocket travel costs between home and volunteering place will be offered.

Foundation Key Contact
Reports directly to the Executive Governance Committee and works closely with fellow volunteers to complete assignments and exchange ideas.

Julie Webster
Chief Executive Officer
julie.webster@morningstar-foundation.org
509.209.7817