

## 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

## 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](mailto:julie.webster@morningstar-foundation.org)

509.209.7817