

**Job Description**  
**THE PRINCIPLE FOUNDATION**  
**INFORMATION OPERATIONS ADMINISTRATOR**

**General Description**

The Information Operations Administrator contributes to The Principle Foundation's technology infrastructure, information systems, and staff training. This role requires someone who clearly understands technical concepts, leads with spiritual discernment, and promotes organizational and operational effectiveness through sound technology training. The ideal candidate brings an IT background and relevant work experience.

**Position Details**

Job Type: Full-time-Exempt  
Location: Remote with occasional travel\*  
Salary Range: \$68,250 - \$78,750 commensurate with experience  
Start Date: As soon as practical  
Reports to: IT & Data Security Manager

**Primary Responsibilities**

---

**1. Spiritual Discernment**

- Pray daily for The Principle Foundation — its mission, staff, programs, and technology direction. Bring prayerful discernment and strong spiritual judgment to all technology decisions, proposed initiatives, and organizational projects.
- Provide thoughtful, data-informed technology guidance that strengthens TPF's mission effectiveness.
- Support TPF granting activities as needed.

**2. Technology Systems Implementation**

- Develop a deep understanding of how TPF's different functions interact, with particular familiarity with the Zoho product suite.
- Collaborate with IT staff on the selection, configuration, and onboarding of technology tools — asking the right questions and ensuring capabilities align with organizational needs.
- Understand infrastructure components, architecture, and workflows, including AI application development, API interfaces, cloud servers, VPN, EDR solutions, and SSO/SaaS platforms (e.g., Zoho, Okta, Joget), as well as permissions and access control.
- Maintain current working knowledge of the SaaS and cloud-based platforms used across the organization, along with evolving AI capabilities and related concerns.
- Support security requirements and help address security issues as they arise.

### 3. Staff Training

- Design and deliver technology training for staff and board members across all levels of technical proficiency, building organizational capacity and digital confidence throughout the organization.
- Translate complex technical concepts — including cybersecurity, cloud infrastructure, and data management — into accessible, actionable learning.
- Collaborate on contractor relationship management and organizational technology priorities.

### 4. Project & Initiative Coordination

- Collaboratively assist in organizing, prioritizing, and driving internal technology projects from concept to completion, ensuring ideas translate into execution with clear ownership, defined milestones, and consistent follow-through.
- Help individuals navigate bottlenecks, troubleshoot obstacles, and restore staff momentum; track project status and priorities across the organization.

### 5. Policy Development, Documentation & Compliance

- Draft, refine, and maintain IT and operational policies aligned with best practices and TPF's values; ensure documentation is clear, consistent, up-to-date, and accessible to relevant stakeholders.
- Collaboratively develop and enforce data governance, acceptable use, and information security policies.
- Monitor regulatory changes affecting nonprofit technology and data practices, partnering with internal teams as needed to maintain compliance.

## Qualifications

---

### Basic Requirements

- Sincere student of Christian Science with a commitment to prayer, including relying exclusively on Christian Science for care; alignment with TPF's mission and values.
- Proven ability to manage multiple technology projects simultaneously, with strong organizational and prioritization skills; ability to conceptualize and guide IT architecture evolution.
- Skilled at facilitating and enhancing collaboration across teams.
- Strong written and verbal communication skills, including the ability to translate technical content for non-technical audiences.

### Preferred Education | Experience

- Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field; and/or 5+ years of equivalent experience in IT, information management, or a related role within a nonprofit or ministry context.
- IT background with working knowledge of SaaS platforms, cloud infrastructure, network security fundamentals, and enterprise IT operations, including hands-on experience with tools such as cloud servers, VPN, EDR, and SSO solutions (e.g., Okta, Azure AD, or equivalent).

- Experience developing and delivering technology training programs for diverse audiences.
- Familiarity with nonprofit compliance requirements, data privacy regulations, and sector-specific best practices.
- Experience authoring IT policies, governance frameworks, or operational procedures.

### **TPF Qualifications**

- Membership in The First Church of Christ, Scientist, in Boston, Massachusetts
- Active or pending membership in a branch Church of Christ, Scientist
- Class instruction by an authorized teacher in Christian Science preferred
- Authorized to work and reside in the United States

---

*This job description is not exhaustive and may be updated to reflect organizational needs.*

\* This position is fully remote, with occasional travel required for team gatherings or conferences. The role requires availability during standard business hours (9:00 a.m.–5:00 p.m. Central) with flexibility as organizational needs arise.

The Principle Foundation (TPF) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability, age, or any other characteristic protected by applicable law. TPF retains the right to make employment decisions consistent with its mission and values in accordance with applicable law.

06/01/2026