



Information Network Associates, Inc.
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Mass Notification Administrator Position Available

Information Network Associates, Inc. (INA) has an opportunity available for a professional to join our organization as an entry level Mass Notification Administrator. In this role you will be responsible for maintaining the Mass Notification System (MNS) at the client site in partnership with various stakeholders. This position will oversee and manage the flow of information going through the MNS, champion the system to stakeholders, and provide knowledgeable support to best meet the needs of the business operations.

The incumbent must possess a high degree of operational and information security awareness, discretion, and confidentiality. This position will work as part of a team to support the Global Watch Desk. This is an entry level position and will be located in Upper Gwynedd, Pennsylvania, with a major Fortune 100 client.

Essential requirements of the position include, but are not limited to:

- Planning, preparing, and conducting regular mass notification tests.
- Reviewing test results, identifying shortcomings, and working with the team and vendor to continue improving systems performance.
- Conducting training and stakeholder engagement to promote and develop use of the system enterprise-wide.
- Developing and delivering appropriate progress reports, proposals, and presentations.
- Reviewing, analyzing, and providing feedback for system business requirements.
- Recommending and documenting issues, workarounds or needed changes, and communicating to impacted users internally and externally.
- Ensuring system profiles, data access etc., are set up correctly for servicing processes to maintain data integrity, processing accuracy, and require confidentiality.
- Continuing to refine user practices, procedures, and guidelines.
- Under the direction of, and in conjunction with, the Management Team, creating, managing the development of, and implementing System policy, standards, guidelines, and procedures.

The position may provide ancillary support to the company's operations center, travel security, and crisis planning programs as needed.

The ideal candidate should possess a Bachelor's degree in a related field of study, or five years of progressively complex business administration or any combination of skills, knowledge and ability may be substituted. Prior experience with a Mass Notification System, such as Send Word Now, is preferred.

This is an entry level position and as such, compensation will be commensurate based on experience. The selected candidate will also be eligible for a robust benefit package including medical, dental, and vision benefits, paid time off, company paid holidays, and more. Please note, relocation expenses will not be covered.

This is a continuous posting and will remain open until filled. Interested candidates are encouraged to submit their cover letter, resume, and compensation requirements to sthomas@ina-inc.com.

EOE M/F/Vet/Disability

It is the policy of INA to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristics under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

INA will take steps to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

ABOUT INA

INA is a privately held small business headquartered in Harrisburg, Pennsylvania. INA was founded in 1982 by a former FBI special agent who serves as Chairman of the Board. With more than 30 years of proven experience, INA has developed a reputation as a premiere investigative and security solutions provider. INA's past performance reflects a deep commitment to excellence and quality service.