



Sundance Square is seeking qualified individuals looking for a rewarding career in the heart of downtown Fort Worth. The Sundance Square team creates a safe environment for all through training, vigilance, and teamwork, while always maintaining a professional demeanor. We are dedicated to serving the residents, tenants, and visitors of Sundance Square.

We pride ourselves in providing a sense of security for all members of our community and visitors to enjoy our shopping, dining, and entertainment venues.

Sundance Square offers great pay, excellent benefits, and ongoing professional development in a collaborative team culture.

To apply, please review the relevant job description. **Next, submit a resume and cover letter to info@sundancesquare.com.** Please make sure to include **the position's title** in the subject line of your email.

Sundance Square

Information Security Specialist
Fort Worth, Texas



Information Security Specialist Overview

Sundance Square has become a model for urban development, creating a large cultural and economic impact on the city of Fort Worth. As the Information Security Specialist, you will report directly to the Chief Technology Officer.

The Information Security Specialist Role

The Information Security Specialist, with at least 3 years of experience, is responsible for safeguarding an organization's information assets by ensuring the confidentiality, integrity, and availability of data. Play a crucial role in maintaining the organization's security posture and protecting it from internal and external threats with strong hands-on cross platform technical skills and great customer service skills.

The Information Security Specialist is responsible for implementing and enforcing security measures, conducting risk assessments, monitoring systems for potential vulnerabilities, and responding to security incidents.

In addition to performing the key responsibilities of this position, the Information Security Specialist must exemplify our values and guiding principles to ultimately ensure the fulfillment of our purpose.

In this role the Information Security Specialist has key responsibilities:

Security Operations:

- Monitor and analyze security systems, including intrusion detection systems, firewalls, and log management systems, with a focus on detecting and responding to security incidents promptly.
- Investigate security breaches and incidents, perform root cause analysis, and recommend appropriate corrective actions based on prior experience.
- Implement and manage security tools and technologies, such as endpoint protection systems, and data loss prevention systems, with an understanding of their practical application.
- Conduct vulnerability assessments to identify weaknesses and vulnerabilities in systems and networks, leveraging previous experience in performing such assessments. Suggest and implement patching best practices with a mindset of protecting the business without impeding the business.
- Develop and maintain incident response plans, security policies, and procedures, drawing on past experience and lessons learned.

Risk Assessment and Management:

- Identify and assess potential security risks and vulnerabilities in systems, applications, and infrastructure based on prior experience in risk assessment methodologies.
- Develop and implement risk mitigation strategies and security controls to minimize identified risks, drawing on previous experience in risk management.
- Collaborate with other teams to ensure the timely remediation of identified vulnerabilities and security gaps based on prior experience in coordinating such efforts.
- Conduct regular security audits and reviews to ensure compliance with relevant security standards and regulations, leveraging previous audit experience.

Security Awareness and Training:

- Develop and deliver security awareness programs and training to educate employees about security best practices, policies, and procedures, using prior experience in designing and delivering effective training materials.

- Promote a culture of security awareness throughout the organization and encourage proactive security behaviors, drawing on previous experience in promoting security awareness initiatives.
- Stay up to date with the latest security threats, vulnerabilities, and industry best practices to continuously improve security awareness programs based on prior experience in staying abreast of industry trends.

Incident Response and Forensics:

- Coordinate incident response activities, including containment, eradication, and recovery, based on prior experience in handling security incidents.
- Conduct investigations to determine the cause and extent of security incidents, leveraging prior experience.
- Document and report security incidents, including findings, actions taken, and recommendations for future prevention, drawing on previous experience in incident reporting.

Security Compliance:

- Ensure compliance with applicable laws, regulations, and industry standards, such as SOX, ISO 27001, and PCI DSS, based on prior experience in compliance efforts.
- Collaborate with internal and external stakeholders to conduct security audits and assessments, drawing on prior experience in audit coordination.
- Provide guidance and support during compliance audits and assist in remediation efforts, leveraging previous experience in compliance activities.

Required Knowledge, Skills, and Abilities (Qualifications)

- Bachelor's degree in computer science, Information Security, or a related field.
- 3 or more years of experience in information security roles.
- Strong knowledge of information security principles, concepts, and best practices based on prior experience.
- Experience in implementing and managing security technologies and tools.
- Familiarity with security frameworks and standards (e.g., NIST, CIS Controls, ISO 27001, PCI) based on prior experience.
- Proficiency in performing vulnerability assessments and a deep understanding of penetration testing.
- Knowledge of incident response processes and digital forensics techniques.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.
- Relevant industry certifications (e.g., Associate of ISC2, SANS, CEH, GWAPT) are desirable.

Salary Range: \$95,000 - \$105,000 depending on experience.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Generally required to stand, walk, sit, climb, carry, use hands, bend and stoop as needed
- Must be able to verbally communicate with others and exchange accurate information

Work Environment

The work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit at a computer for an extended period of time.

*Must be able to perform all of the essential duties of the job with or without reasonable accommodation

Sundance Square Management and Sundance Square Security are both Equal Opportunity Employers. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs, both do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.