

<b>Position Title:</b>	IT Volunteer
<b>Location:</b>	Milton, QLD 4064 or online
<b>Time Commitment</b>	2-8 hours per week

## POSITION PURPOSE

Are you an IT guru who is process driven, focused on the details and passionate about problem solving?

We are seeking people based in Brisbane with a demonstrated passion for all things IT to join the GIVIT Family for 2-8 hours/week and flexibly to assist the GIVIT Team in routine maintenance including software support and upgrades, hardware set up and general IT.

## ROLES AND RESPONSIBILITIES

- Provide all round general computer, laptop and IT support for staff and volunteers
- Assist with general laptop set ups
- Undertake hardware updates on devices
- Assist in the setup of SharePoint and help educate team members on the platform
- Assist in developing and extending our Teams platform

## SKILLS AND EXPERIENCE

- High level of accuracy and efficiency
- Outstanding attention to detail
- Experience with general IT, Office 365 and performing system updates
- Advanced computer skills including Word and Excel
- Outside the box problem solving to advance GIVIT's IT solutions on a small budget
- Willingness to be contacted and, if available, assist during times of disaster
- A police history check

So jump on board and help us inspire the next generation of givers...

*When you join the GIVIT team you become part of the GIVIT Family. We look for people who value kindness and empathy; act with integrity and respect as well as support all without judgement, discrimination or bias. If you are looking for a workplace that values your life experiences, passion and desire to make a real difference in local communities and in Australian lives, then you belong in the GIVIT Family.*