



## **IT Specialist: Volunteer Opportunity Description**

### **Opportunity Summary**

The IT Specialist Volunteer will support and strength our computer system to grow awareness and raise support to further Acts 1:8 Ministry's mission.

### **Responsibilities**

- Enter server information on the cloud, train staff on how to access and save information, and ensure that staff can access cloud at home.
- Audit computers, IT systems, networks, etc. and provide a plan of action for changes with options, cost, and time frames.
- Research grants that assist nonprofits with updating computer and computer systems.
- Research application options including cost, design, and grant possibilities.

### **Skills**

- Time management and organizational skills
- Strong oral and written communication skills
- Problem solving skills
- Ability to manage and meet deadlines
- Detailed oriented
- Very strong computer skills

### **Education & Experience**

We are seeking volunteers that have experience in Information Technology and a passion for sharing our mission: training Christians to evangelize through kindness. Related IT education and knowledge, and 3 years of related work experience preferred.

### **Commitment**

This part-time volunteer opportunity is located at our home office in Green Bay, Wisconsin.