



INFORMATION TECHNOLOGY ASSISTANT VOLUNTEER POSITION DESCRIPTION

BACKGROUND AND PROGRAM SCOPE

Neighborhood House collaborates with diverse individuals and families to build community and achieve their goals for health, education and self-sufficiency. At Neighborhood House, we have a deep commitment to valuing our employees', volunteers', and clients' diverse experiences and backgrounds, which guide our work for a more equitable future.

The Information Technology Assistant will work with the Director of IT & Operational Systems and their staff to update and maintain the many workstations Neighborhood House staff and clients use.

RESPONSIBILITIES

- Upgrade Neighborhood House systems from Windows 7 to Windows 10
- Perform hardware installations, configurations, and updates

QUALIFICATIONS

- Good understanding of networking
- Loves to learn new technology
- Basic understanding of domain and Active Directory structure
- Follows instructions well
- Good communication skills and documentation habits
- Sensitive to diverse populations
- Must have personal vehicle to be able to travel to different Neighborhood House locations as requested.
- Other duties as assigned

TIMEFRAME

Timeframe will be mutually agreed upon

LOCATION

Weller
1225 S Weller St, Ste 510
Seattle, WA 98144

Volunteer may be asked to travel to other Neighborhood House sites as needed.

APPLYING

Anyone interested in volunteering for this position should complete our [Volunteer Inquiry Form](#) so that we can learn more about you.

For questions about this, or any other Neighborhood House volunteer positions, contact Janelle Losse, Volunteer Services Manager, at (206) 461-8430 ext. 2006 or janelle@nhwa.org.