



POSITION: Technology Assistant – Work Study

PURPOSE: Provide assistance in the Outdoors for All office to help ensure a smooth delivery of our mission to children, families, hospitals and community members through the management of Out doors for All network system and technology equipment.

SUPERVISOR: Administrative Assistant

RESPONSIBILITIES

1. Repair and maintain the organization’s computers network and related systems. Perform installations, upgrades and backups of software and hardware applications. Troubleshoot software and hardware failures and identify PC network.
2. Update and maintain Outdoors for All’s Omni database system.
3. Provide suggestions for technology improvement to Outdoors for All’s managerial staff. Implement approved tech improvements.
4. Process data for participant and volunteer registrations by entering data into computer database.
5. Assist in the handling of day-to-day operational tasks.
6. Specific duties will be discussed in interviews and may include additional needs such as reception and phone services, data entry, mail processing, web updating, program and event marketing, and support roles for Outdoors for All board and committee programs.
7. Communicate with Outdoors for All community partners, participants, and volunteers.
8. Comply with Outdoors for All safety and health policies and procedures.
9. Other duties as identified.

QUALIFICATIONS

1. Good interpersonal, verbal and written communications skills.
2. Ability to work a regular schedule.
3. Commitment to a positive, fun and team-oriented working environment.
4. Knowledge of small business server and network systems.
5. Experience with or ability to learn Filemaker database systems and DotNetNuke web development systems.

SCHEDULE: 2 -5 hours per day or 10-19 hours per week. Flexible hours within office schedule, Monday – Friday 9am – 6pm.

COMPENSATION: \$9.00 – 12.00/hour depending on experience. No medical benefits.

INQUIRES TO:

Gail Loveland, Associate Executive Director

Outdoors for All Foundation

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