



IT Specialist

Department: None

Reports To: IT Coordinator

The Position: Work with IT Coordinator to upgrade to new technologies and ensure current technology is working properly.

Responsibilities:

- Clean and optimize donated computers for staff and volunteer use
- Install computer software and hardware upgrades
- Set up computers on organization's network

Qualifications:

- Knowledge computer network structure
- Experience installing computer software and hardware
- Efficient time management skills and ability to manage multiple projects
- Ability to pass agency criminal background check

Time Commitment: 5 +hours/week; at least 1 terms (3-6 months). Flexible schedule.

Benefits: Experience with networking and upgrading computer systems in a business environment.

For more information, contact: Jefery Leigh, IT Coordinator
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