

DC Coding Association

Volunteer IT Support Technician

Job details

We are looking for a passionate Volunteer IT Support Technician to join our non-profit organization located in BC, Canada. DC Coding Association is a non-profit organization that offers opportunities to children and beginners to learn coding, math and other valuable courses. Many children have their learning opportunities limited because of their situation. We want to help them by offering free learning opportunities. In this position, you will contribute to our team with IT Support, carry through tasks in applications such as Microsoft 365 or Google Workspace, help our team with technical integrations or issues, and help manage and support our course registration system while regularly communicating with us. You will be able to gain experience in managing and being an IT Support Admin in Microsoft 365.

Position Type: Online

Qualifications

- Experienced and knowledgeable in computer systems, Information Technology
- Can work with applications such as Microsoft 365 and/or Google Workspace
- Recommended to know or be familiar with JotForm (*Optional*)
- A willing and relatively quick learner
- Motivated to help others
- Have great communication skills
- Be responsible and organized
- Willing to commit the time to this position

Responsibilities

- Being a Microsoft 365 Admin/Support Technician to do tasks such as adding/removing users, resetting passwords, or managing users as applicable
- Help to manage and support our course registration system
- Help our team members with IT Support and integrating with Microsoft 365/Google Workspace

Please fill out the form to apply: <https://form.jotform.com/221827461784261>

Please contact hr@dccoding.ca for any questions.

We are looking forward to working with you!



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