

## **INFORMATION TECHNOLOGY/DATABASE REPRESENTATIVE VOLUNTEER**

### **OVERVIEW**

The Information Technology (IT) Representative will develop information systems to support the needs/infrastructure of Lift Career Resource Center. The IT professional will be responsible for troubleshooting and resolving technical problems and providing training to users to maximize the productivity value of technology in business.

### **DUTIES/RESPONSIBILITIES INCLUDE:**

- Analyze department IT requirements.
- Write proposals to meet requirements.
- Development of database/tracking systems to support infrastructure needs.
- Database Administration list of donors, strategic partners, media partners, email list, etc. (CVS File)
- Share database leads with appropriate department's as needed. (i.e sharing lead for donation solicitation)
- Training of non-technical volunteers on LCRC's business information systems.
- Trouble-shoot and provide technical assistance to volunteers
- Maintain website; troubleshoot technical issues.
- Ability to to attend workshops/seminars for professional development.