

## **IT COORDINATOR**

**Centrepoint is looking for a volunteer to be our IT Coordinator.** This role is a key member of the Volunteers Team and is responsible for Centrepoint's computers, printers and wifi.

### ***What will you do? These will be some of your duties:***

- Ensure computers/laptops are maintained and updated/replaced as required
- Manage access and user accounts for computers/laptops
- Manage Centrepoint's software licences
- Maintain Centrepoint's wifi, including access
- Troubleshoot IT and Wifi problems
- Ensure up to date IT documentation, policies and operating procedures
- Prepare the annual hardware and software budget
- Maintain the Centrepoint Asset Register
- Optional: support the ongoing development of Centrepoint's key systems - the membership database, website and document storage system

### ***What are the skills recommended for this position?***

This role would be suitable for someone who is used to working with computers and printers - a competent user- with experience of troubleshooting hardware, software and wifi issues. Deep technical knowledge or programming skills are not required.

**To find out more** please email [volunteers@centrepoint.ch](mailto:volunteers@centrepoint.ch)