IT Coordinator

The National Kidney Foundation of Wisconsin is a small non-profit organization. We are looking for a volunteer with IT/technical skills to help maintain the IT systems in our office.

This position will assist with, but not limited to, the following:
- Support a small office with less than 10 windows computers, printers.
- Keep computers up-to-date with Windows software upgrades.
- Troubleshooting computer problems on an as-needed basis.
- Conduct Technology evaluations, as needed.
- Document office systems configurations.

Volunteer title:  
- IT Coordinator

Requirements/Attributes:  
- Strong computer skills (Windows) and basic understanding of an office environment
- Knowledgeable on current tools and upgrades in IT, to keep systems up-to-date
- Interest in researching IT solutions for small offices
- Work experience/degree in IT a plus
- Able to quickly learn and use new tools
- Reliable, flexible, respectful, and a team player
- Respectful of confidentiality and privacy of the data on the systems.
- Providing your own laptop a plus.

Time Commitment:  Flexible hours, 4-6 hours/week, Mon-Fri 9:00a.m.-4:00 p.m. Need to work on site.

Other:  
- This an unpaid volunteer position

To Apply:  
- Send resume and cover letter to info@kidneywi.org.

Work location:  
- 10909 W. Greenfield Ave. Suite 201, West Allis. 2 blocks from public transportation.

Purpose of Position:  This volunteer is critical to making sure the technology we use to support our mission is operating at peak performance. Our IT is the backbone with which we communicate with patients, caregivers and health care providers.

The National Kidney Foundation of Wisconsin (NKFW) is committed to improving public health and reducing the impact of chronic kidney disease in Wisconsin. Through its awareness and prevention campaigns; educational offerings; kidney health screenings; professional education programs; organ and tissue donor awareness events; and advocacy initiatives the NKFW is known as the leading promoter of kidney health and organ donation in Wisconsin. Incorporated in Wisconsin in 1968, the NKFW offers free educational and screening programs, a local helpline, services and support for dialysis patients, transplant recipients, living donors, individuals who are at-risk or waiting for a transplant, family members and healthcare providers.