



Job Description: IT Assistant (Part-Time)

Organization Overview

More Than a Bed (MTaB) is a non-profit organization dedicated to providing resources to foster and adoptive families and the children in their care. We are committed to enhancing our support efforts through the power of technology and communication.

Job Summary

We are seeking a bright and resourceful individual to join our team as a Part-Time IT Assistant. This role is perfect for a high school graduate or equivalent who possesses a blend of technical skills and a keen interest in the IT field. You will have the opportunity to apply your knowledge and grow your expertise while actively supporting our mission. No formal job experience is necessary; hands-on experience and the ability to demonstrate your skills are what we're looking for.

Key Responsibilities

- Provide support for Microsoft Suite applications, including Access.
- Assist in the development and maintenance of databases, utilizing Microsoft VB or a similar programming language.
- Create and edit graphic design projects using Adobe Creative Suite or Canva.
- Help manage and troubleshoot small-scale networking projects.
- Work with Microsoft Entra and Google Workspace to ensure smooth operations.
- Apply strong problem-solving skills to resolve varied IT issues.
- Collaborate with the IT team on various projects and also perform tasks independently as needed.

Required Skills and Qualifications

- Proficiency with Microsoft Suite, including Access.
- Working knowledge of Microsoft VB or similar programming language. Fluency is not required, but the ability to understand and modify existing code is essential.
- Previous experience with graphic design, either via Adobe Creative Suite or Canva.
- Familiarity with basic networking concepts.
- Knowledge of Microsoft Entra and Google Workspace.
- Strong problem-solving skills with an analytical mindset.
- Ability to work effectively both solo and within a team environment.

Additional Details

- High School Graduate or equivalent required.
- Practical experience with the listed skills, whether in personal, educational, or community projects, is valid and will be considered.
- This part-time position is ideal for someone with a passion for IT looking for real-world applications and experience as a stepping stone into the IT field.

Why Join Us?

At MTaB, we recognize that innovation and effective communication are key to our success. As an IT Assistant with us, you will not only be aiding a cause that directly impacts families and children, but you'll also have ample opportunity to learn and grow professionally in the field of IT. Our supportive environment is all about collaboration and growth, making MTaB the perfect place to enhance your technical expertise and contribute to meaningful work.

Please note that while no formal experience is required, applicants will need to demonstrate their technical abilities through practical tests and/or discussions as part of the application process.

MTaB is an equal opportunity employer and embraces diversity in our workforce. We encourage applications from all qualified individuals regardless of race, gender, age, or any other identifying characteristic.