



Mentoring Brother 2 Brother

*To inspire and empower at-risk African American male youth from single female headed households*

## **TECHNOLOGY & WEBSITE VOLUNTEER**

### **POSITION SUMMARY:**

The ideal candidate will be passionate about making a positive impact in the lives of at risk African American male youth and possess strong skills in communications and content creation. We are seeking a dedicated and creative individual to join Mentoring Brother 2 Brother, a 501(c)(3) non-profit, as a Technology & Website Volunteer.

The Technology & Website Volunteer plays a crucial role in supporting and managing various aspects of the organization's information technology (IT) infrastructure and services. This role involves assisting with the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems, including website, Google for Nonprofit, and email domain (Gmail). The Technology & Website Volunteer will manage the website for Mentoring Brother 2 Brother while exploring additional and emerging technologies. Time commitment: 5 hours per month.

### **RESPONSIBILITIES:**

- Manage, maintain, and update parent domain and subdomains, including parent website, sub-organization websites, email services, and Google for Nonprofit services.
- Create and manage user accounts and access permissions for various systems and tools.
- Offer technical assistance to team members experiencing IT-related issues.
- Support IT projects, including system implementations, upgrades, and system migrations.
- Communicate with IT service providers to troubleshoot issues.
- Stay up-to-date on the ever-changing technology landscape and advise the President on best practices or changes that impact systems
- Attend meetings with the President and other team members as needed

### **QUALIFICATIONS:**

- Experience in digital marketing and developing website content
- Proficiency in using Constant Contact or similar email marketing platforms
- Eagerness to learn and adapt to new technologies, tools, and processes
- Excellent written and oral communication skills
- Flexible working hours
- Boldness for building relationships and a passion to serve the community

*Iron sharpens iron; so a man sharpens the countenance of his friend – Proverbs 27:17*