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| Volunteer Opportunity: | National Headquarters (NHQ) International Services Department (ISD) Preparedness (PREP) Global Disaster preparedness Center (GDPC) SharePoint Design Support Volunteer |
| Purpose: | This position supports the National Headquarters (NHQ) International Services Development (ISD) team. Specifically the Preparedness (PREP) unit. The Global Disaster Preparedness Center (GDPC) SharePoint Design Support Volunteer structures and organizes a functional SharePoint site in order to carry out a diverse portfolio of projects and tools for disaster preparedness humanitarian work. |
| Location(s): | Virtual |
| Responsibilities: | <p>The primary responsibilities of this volunteer position include:</p> <ul style="list-style-type: none"> • Work with teams/users to organize and structure a functional and intuitive SharePoint site for the Preparedness/GDPC team • Migration of documents and data to new structure • Clean-up of existing data • Ongoing site administration as needed, which may include: • Adding new features to site • Updating security and permissions • Adding new users <p>The secondary responsibilities of this volunteer position include:</p> <ul style="list-style-type: none"> • Participate in the development and/or communications of user guidance for the Preparedness Team/GDPC |
| Time Commitment: | 8 hours per week |
| Qualifications: | <p>Required:</p> <ul style="list-style-type: none"> • Substantial experience with SharePoint administration or development • Demonstrated ability to comfortably and independently navigate IT systems • Detail orientation and high degree of organization • Availability to volunteer at least 8 hours a week with at least 1-2 hours a week during business hours (virtual/remote) • Comfort working independently and with minimal supervision <p>Preferred:</p> <ul style="list-style-type: none"> • SharePoint certification |
| Length of Appointment: | 6 months; renewable |



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| Training Requirements: | Training will be provided |
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Interested individuals can [start here](#) by entering their zip code and then searching for the opportunity (use keyword: GDPC SharePoint Design Support Volunteer) and following the instructions to start a volunteer application.

For questions, please email NHQVolRecruiter@redcross.org