<table>
<thead>
<tr>
<th>Volunteer Opportunity:</th>
<th>National Headquarters (NHQ) International Services Department (ISD) Preparedness (PREP) Global Disaster preparedness Center (GDPC) SharePoint Design Support Volunteer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose:</td>
<td>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.</td>
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<tr>
<td>Location(s):</td>
<td>Virtual</td>
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| Responsibilities:      | The primary responsibilities of this volunteer position include:  
  - 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  
  The secondary responsibilities of this volunteer position include:  
  - Participate in the development and/or communications of user guidance for the Preparedness Team/GDPC |
| Time Commitment:       | 8 hours per week                                                                                                                        |
| Qualifications:        | Required:  
  - 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  
  Preferred:  
    - SharePoint certification |
| Length of Appointment: | 6 months; renewable                                                                                                                     |
### NHQ Volunteer Position Description

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<thead>
<tr>
<th>Training Requirements:</th>
<th>Training will be provided</th>
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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](mailto:NHQVolRecruiter@redcross.org)