Part-Time IT Administrative Support – Non-Profit Organization

Position Overview

We are seeking a reliable, detail-oriented Part-Time IT Administrative Support professional to join our mission-driven non-profit organization. This role is ideal for someone who thrives in a collaborative environment, is passionate about supporting a meaningful cause, and possesses strong IT and administrative skills. You will play a key role in ensuring the smooth operation of our technology and administrative processes, supporting both staff and stakeholders.

Key Responsibilities

- Provide day-to-day administrative and IT support to staff, including troubleshooting basic technology issues, setting up equipment, and maintaining office hardware and software.
- Manage and update databases, maintain accurate records, and ensure proper documentation of IT assets and user accounts
- Assist with scheduling, coordinating virtual meetings, and supporting remote work technologies (e.g., videoconferencing, shared drives)
- Draft, proofread, and distribute internal support documents and reports, ensuring clarity and accuracy
- Support onboarding of new staff with IT setup and orientation.
- Assist with data entry, general office tasks, and special projects as assigned
- Help maintain compliance with organizational policies regarding data security and privacy.
- Demonstrate a positive and encouraging approach in team interactions.
- Approach challenges with optimism and a willingness to help others succeed.

Required Skills and Qualifications

- Experience in administrative support, with preference for non-profit or IT-related roles
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Basic understanding of IT troubleshooting (hardware/software), user account management, and office technology.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks and priorities effectively

- Excellent verbal and written communication skills, with a customer service mindset
- Ability to work independently and collaboratively in a remote or hybrid team environment
- Commitment to the mission and values of the organization.

Preferred Qualifications

- Experience with donor, membership, or project management databases.
- Familiarity with remote meeting platforms (Zoom, Teams) and document management systems (SharePoint).
- Previous experience supporting IT in a non-profit setting.

Position Details

- Part-time: 20-25 hours per week in-office, with flexible timing.
- Reports to: Director of IT & Business Processes
- Compensation: Competitive hourly rate, commensurate with experience.

To Apply

Please submit your resume and a brief cover letter outlining your relevant experience and interest in supporting our mission to Gary Kryvko (gkryvko@jastl.org). We welcome candidates from all backgrounds and are committed to building a diverse, inclusive team.