

Tech Squad Volunteer Position Posting

Set It Up, Get It There!



In today's world, computer skills and internet access are essential. Even looking for work requires comfort, skill and access to computers and the internet. You can be an integral part of ensuring that our job seekers meet these requirements.

Daily Work is seeking additional volunteers to prepare computers and be part of a two-person installation team to deliver computers and connect the internet in job seekers' homes. If you're tech savvy and want to ensure others have tech access... then this is the perfect role for you!

Support our small, but mighty team by ensuring that job seekers who apply for and granted computers through our TECI program get their computers and are able to use them.

Daily Work is committed to having a diverse staff, intern, and volunteer workforce. We encourage people from all racial, ethnic, socioeconomic backgrounds to apply.

About TECI

In 2021 Daily Work launched the **Technology Essentials Core Initiative (TECI)** to put computers and internet service inside the homes of our job seekers. The volunteer tech squad delivers the equipment to each recipient, sets up the system to connect to wifi, and teaches some basic-use skills. Back in the office, case managers encourage individuals to keep practicing and support their efforts to gain computer experience. By providing this tech essentials core we're preparing people for today's jobs, and positioning them for move-up jobs tomorrow.

About Daily Work

Daily Work is a nonprofit organization that supports people in finding and keeping work. Our mission is to provide employment services and mentoring so all job seekers can thrive, resulting in a community where everyone can work, grow, and contribute.

For most people, employment is a means to long-term self-sufficiency and a thriving life. At Daily Work, employment is not seen in isolation, but as an integral element of a healthy, holistic life experience. Daily Work considers these elements in serving our diverse community and it drives our commitment to an "all are welcome" approach to serving people who desire work. We believe that everyone deserves the opportunity to experience the positive impacts of work in their life.

The Tech Squad Member Will Spend Their Time Doing Things Like...

- Setting up refurbished laptops with the basics: Windows, Google, Internet Access, etc.
- Delivering the computer to job seekers' homes and ensuring it is set up and connected to the internet.
- Orienting the job seeker to computer basics – how to turn on, how to access the internet, how to check their email, where to find identifying information

Work Logistics

- **2-4 hours/week.**
- Position is unpaid, but there are opportunities for networking and professional development.
- **Minimum commitment of one year preferred.**
- Schedule: Flexible.
- This position requires both remote and in-person tasks with occasional participation in meetings – in-person or virtually.

Skills/Qualities Desired

- Passionate about fostering computer access and literacy
- Intermediate to advanced computer proficiency and comfort problem-solving
- Excellent verbal, written and interpersonal communication skills
- Microsoft Office and Google Platform experience
- Commitment to diversity and ability to effectively interact with people from diverse cultural, socioeconomic, and ethnic backgrounds
- Strong project management skills
- Strong problem-solving and organizational skills
- Able to interact professionally and effectively with job seekers, interns, volunteers, supervisors, and members of the community
- Detail oriented
- Qualities: task- and implementation-oriented, creative, innovative, flexible, and self-motivated toward achieving excellence, ability to prioritize and work well under deadline.

Note: *To ensure the safety of staff and job seekers, we conduct a background check of applicant's criminal history. Daily Work will consider applicants with a criminal record on a case by case basis. Typically, crimes against people or crimes of a more recent nature may be cause for Daily Work to deny a volunteer application.*

Daily Work also requires volunteers and interns who come to the office or meet with job seekers to be vaccinated and boosted for Covid 19.

What We Can Give You

This is an opportunity to give back to others while supporting job seekers in our community. Stay busy and be an important team member in a small organization. Build your professional network and add skills to your resume while enjoying a fun, flexible work environment where you can see the difference you are making every day.