

POSITION: IT Support

STATUS: Volunteer – Appointed; 2-Year Term

REPORTS TO: Executive Director

PREPARED BY: MYHA Board of Directors

DATE: April 2026

SUMMARY:

MYHA is seeking a reliable and detail-oriented volunteer to assist with basic IT support. This role is ideal for someone with foundational technical skills who is comfortable working with Microsoft 365.

ESSENTIAL RESPONSIBILITIES:

1. Provide basic technical support for MYHA systems and users
2. Assist with Microsoft 365 account management (email, Teams, SharePoint, OneDrive, etc.)
3. Help troubleshoot common hardware and software issues
4. Support simple system organization and documentation

QUALIFICATIONS:

- Proficiency in Microsoft 365
- Basic understanding of IT systems and troubleshooting
- Strong communication and problem-solving skills
- Ability to work independently and respond in a timely manner

This is a volunteer position, without any pay or benefits, **this position would fulfill all of your family's dibs.**

Anticipated Time Commitment: Season - Approximately **1-2 hours per month**

Off-Season - Approximately **1-2 hours per month**