



Aunties and Uncles Queensland  
PO Box 570 Paddington Qld 4064  
07 3367 8002  
enquiries@auntiesandunclesqld.org.au  
[auntiesandunclesqld.org.au](http://auntiesandunclesqld.org.au)

## **Volunteer IT Systems Administrator – Aunties and Uncles Queensland**

### **Introduction**

Aunties and Uncles Queensland is seeking an IT professional with systems administration experience to manage our SharePoint and Salesforce cloud solutions. This role contributes to the success of the mentoring program through creating efficiency for our social workers, knowledge management, risk management, governance and providing critical data for organisational performance management.

### **About this opportunity**

Aunties and Uncles Queensland is a mentoring program for vulnerable and socially isolated children aged 1- 11 years. Our unique mentoring relationship offer each child time, attention, care stability, guidance and exposure to empower them to reach their potential and establish their future.

Aunties and Uncles has embarked on a systems renewal program which has been cloud delivered and has been laid as the foundations of a modern ICT organisation. Due to the move of our current systems administrator, we are seeking a technically minded systems administrator to assist with design, configuration and support of these cloud platforms.

### **Skills required**

We are seeking individuals with the skills and experience in developing and supporting these cloud solutions and work on project and strategic initiatives.

The core solutions being consumed are:

- Office 365, including Sharepoint and Onedrive
- Salesforce
- Sendgrid
- Eventbrite
- Windows 10

The current projects and focus strategy and is:

- support for SharePoint Administration for organisational support and workflow;
- creating a social network facility for supporters and mentors;
- additional functionality and development of the Salesforce CRM/Sales Cloud used for Case Management and Fundraising.

### **Skills gained**

The opportunity to plan and set the direction for the communications and organisational support systems used by the organisation.

Develop a roadmap, business case and governance plan for sustainable systems integration across current and future cloud applications. Ideas currently being considered include a Yammer/Salesforce Community external social network, cloud integration systems, events and online payments systems. System selection/recommendation and implementation would be a key function of the role.

The position also sits on a motivated volunteer management committee responsible for Governance, People and Systems.

## **Volunteer characteristics**

Professional experience and qualifications to undertake the role. Alignment to the organisational values of Respect, Care and Compassion, Dependability and Professionalism.

## **Additional Information**

Aunties and Uncles QLD was established in 1992 and last year supported over 120 children. Despite its worthwhile and important role, the organisation receives no government support and raises funds through grants, and corporate and private donations.

All volunteers will need to be eligible for the working with children blue card check.

For more information on this volunteer opportunity, please contact Anita Fuentes on [anita@auntiesandunclesqld.org.au](mailto:anita@auntiesandunclesqld.org.au) to arrange a discussion.

To apply please send your resume outlining your skills and experience in similar roles to Anita at [anita@auntiesandunclesqld.org.au](mailto:anita@auntiesandunclesqld.org.au)

Website: [www.auntiesandunclesqld.org.au](http://www.auntiesandunclesqld.org.au)

Location – Brisbane

Timing - flexible - 3-5 hours per week