



Wilderness Technology Alliance

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Positions We Need

Hardware Technician: The WTA receives hundreds of computers every year. There is currently a large backlog of computers in our warehouse in need of processing so that they can go to schools and other clients in need. Volunteer Hardware Technicians play a critical role in this process by:

- Obtaining and recording specifications on donated computers
- Processing and testing donated systems
- Performing needed hardware and software changes
- Providing technical support to existing clients

Website Volunteer: It is critical for the WTA to have an attractive, articulate website to inform potential donors, volunteers, and clients of its activities. To fulfill this goal, the WTA is currently undergoing a website redesign. A volunteer is needed to:

- Work with other WTA staff to create an effective website layout
- Upload existing content to the new website
- Edit existing graphics and text to best suit the new design

Instructor: The WTA provides a two hour operating system and software session to every one of its computer clients. With a very limited staff, instructor volunteers are needed to fulfill this key role. Tasks of the volunteer instructor:

- Familiarization with the WTA Curriculum
- Teaching a class of up to 10 students (usually 3-4) of varying skill levels in the WTA Curriculum
- Field and answer client questions
- Multilingual skills a plus

Marketing Assistant: The WTA needs to expand its outreach in the community to increase the use of its services. The Marketing Intern will help in this task by:

- Compiling brochures, flyers, and portfolios for potential clients and donors
- Assisting with grant applications
- Contacting potential partnering organizations

Admin Assistant: The WTA receives a large amount of inquires about its programs, and needs to complete a substantial amount of paperwork on its work for internal and government purposes. The Admin Assistant will work in this area:

- Doing financial and record keeping tasks
- Contacting interested clients to provide class information and schedule classes
- Maintain orderly records of existing work