



SharePoint Design Support Volunteer

Supervisor: Director of Philanthropy

Location: remote or Honolulu, HI

Schedule: 8-10 hours per week (min. 2-3 hours per week during business hours)

Commitment: 2 months with option for renewal

Objective: Improve the internal and external SharePoint environments to better support our mission-driven work.

Project description: Develop a SharePoint site for use by Habitat's Wahine Build committee, allowing users to intuitively locate core resources, share files, track and report subcommittee progress, collaborate effectively and organize materials.

Responsibilities:

- Create, maintain and implement a records management system
- Administration, design and implementation of site pages, documents, wikis, etc. using SharePoint tools and capabilities (web parts, metadata, quick links, etc.)
- Collaborate with individuals and teams to understand their SharePoint needs and work on solutions to provide an intuitive, end-user experience
- Participate in curation and maintenance of SharePoint guidance and resources
- Migration of documents, files and data to new structure; data clean up

Qualifications:

- Broad understanding of Honolulu Habitat for Humanity and its mission
- Acceptance of confidentiality agreement and policy
- Detail orientated and highly organized
- Substantial experience with SharePoint administration or development
- Demonstrated ability to comfortably and independently navigate IT systems
- Comfortable working independently and with minimal supervision
- Reliable access to internet and device during volunteer hours
- *Preferred: SharePoint certification*

Training and support:

- Introduction to department's existing use of SharePoint and business needs
- In-depth review of project objectives, outcomes and data elements
- Habitat brand guidance, messaging styles and mission