

Work Study Job Description

Job Title	Information Technology Assistant
Organization Name	Snow Leopard Trust
Job Location	Seattle
Address	4649 Sunnyside Ave N ste 325 Seattle WA 98103
Pay Rate	\$10 - \$14
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Katie Yankula
Phone Number	2066322421
Email Address	info@snowleopard.org
Website	http://www.snowleopard.org

Nature of Organization

The Snow Leopard Trust is a non-profit organization based in Seattle, whose mission is to save the endangered snow leopard in the wild through a balanced approach that addresses the needs of local people and the environment.

Duties and Responsibilities

Through community-based programs overseas that benefit wildlife and people, SLT works to secure the long-term survival of the species. To help meet this goal, SLT is seeking a self-directed and motivated individual to work in our office to provide technical support to staff for the software and systems they use in their day to day work, and to maintain these systems. There will also be the opportunity to assist in the on-going development and customizations of these systems.

Minimum Qualifications

Educational Benefits

- Experience providing technical support
- Familiarity with database management systems, including MySQL
- Familiarity with HTML, CSS, PHP and web-based programming
- Familiarity with day-to-day workings of a successful non-profit organization

How to Apply

To apply, please email a cover letter and resume to:

jeff@snowleopard.org

Job Number: 70SNOW02 | Category: Office & Administrative | Program: State | Reimbursement Rate: 70%