

Management assistant Intern Opportunity

About us

Community Technology supports organisations in the Charitable and Voluntary sector by the provision of Technical Support, Equipment maintenance and by supporting Open Source Software.

A non-profit organisation with a strong ethical basis to its work, Community Technology also promotes the re-use and recycling of equipment and endeavours to minimise the environmental impact of IT waste. In Addition to the above operations, Community Technology is also active in the Linux community and actively seeks to further develop OSS to enhance the ICT abilities of non-profits and NGOs.

About the role

The role involves a wide variety of tasks involved in maintaining the infrastructure and promotion of Comm-tech. Book keeping and data entry combines with financial management in the broader sense as well as producing reports and plans on the progress of the business. Arranging meetings, taking minutes and attending events will also form a part of the role.

About you

You would have the ability to perform routine tasks with an attention to detail with some financial management skills, maybe even paper qualifications, although these are not as important as ability. You will have a clear phone manner and good written English. You would also be prepared to be active in the development and promotion of the organisation.

You are aware of the growing technological divide and subscribe to the ethical aims of Community Technology stated above.

You have 2 to 5 days per week spare and are able to commit at least 6 months to working with us.

The Benefits

This is a voluntary opportunity that will give successful applicants hands on work experience of servicing a client centred environment dealing with a wide variety of tasks and issues. There is also the opportunity to become involved in other aspects of management in the charitable sector including potential follow on opportunities.

What Next

If you are interested in joining Community Technology then please contact us and ask for an application pack. (Contact details above.)