

Tech & Systems Assistant (Javascript)

Role Profile

Start Date May 6th

Hour 5/week

Duration 4-6 months

Location Remote Working (must be based within the GMT to GMT+3 timezones)

Remuneration This is a voluntary role. There is no financial compensation associated with this role.

Benefits Gain insights into the nonprofit sector while working with a dedicated and passionate team.
Mentoring support & training related to the role and your development interests.
Develop skills in communication, project management, and partnership development.
Flexible working hours.
This role can be accounted as an official internship.

To apply, please fill in this [application form](#).

Overview

We are seeking a volunteer with knowledge of Javascript to join our team as a Tech & Systems Assistant. Indigo Volunteers is a non-profit organization dedicated to connecting volunteers with humanitarian projects around the world. Our mission is to provide responsible and impactful volunteer opportunities for individuals looking to make a positive difference in communities affected by crises.

You will play a vital role in ensuring our volunteer matching services run smoothly, and support the development and implementation of systems and flows that reduce administrative burdens and allow us to be more resource-effective. As a Tech & Systems Assistant, you will collaborate with the Tech & Systems Coordinator to manage and maintain our existing systems and flows, develop new programs, perform updates, and troubleshoot any technical issues that may arise. This position offers a unique opportunity to contribute directly to our mission of providing responsible and impactful volunteer opportunities for individuals looking to make a positive difference in communities affected by displacement.

Responsibilities

- Collaborate with the Tech & Systems Coordinator to manage and maintain our existing systems and flows.
- Assist in the development and implementation of new programs and features using Javascript.
- Perform regular updates and maintenance tasks to ensure the smooth operation of our systems.
- Troubleshoot technical issues and provide timely resolutions to ensure minimal disruption to operations.
- Work closely with other team members to understand their technical needs and provide support as needed.
- Stay updated on industry trends and best practices in Javascript development to continuously improve our systems.
- To create guides that will make Indigo's systems comprehensive to the rest of the Indigo team and ensure the sustainable running of our programs.

Skills & Experience



- Proficiency in Javascript and experience with web development frameworks.
- Strong problem-solving skills and the ability to troubleshoot technical issues independently.
- Attention to detail and a commitment to delivering high-quality work.
- Interest in working remotely, managing your own time and multitasking.
- Knowledge of Google workspace.
- Previous experience and/or demonstrated interest in the refugees and migrants sector, knowledge of the responsible volunteering concept is welcomed.

At Indigo Volunteers we see our differences as our strength.

We are committed to cultivating an equal and fair working environment free from discrimination on the grounds of gender, marital status, race, ethnic origin, nationality, disability, sexual orientation, mental health, religion or age. We believe in promoting a sense of belonging, where our people are heard and valued and diversity of experience and perspective is celebrated.

About Indigo

Indigo Volunteers is a charity that recruits volunteers, supports grassroots organisations, and creates networks along the European refugee route. We believe in the power of ordinary people, and enable them to work together to support refugees and displaced people. We work within a community of remarkable grassroots charities, volunteers, sector experts, and humanitarian organisations that are positively dedicated to supporting communities coping with displacement, inequality, and social injustice. Have a read about us [on our website](#).

OUR VALUES

1. **Human-centred.** We put relationships, lasting collaborations and human wellbeing at the centre of everything we do.
2. **Humility.** We acknowledge that we do not have all the answers; we welcome feedback and strive to continuously learn.
3. **Accountability.** We follow through on our commitments; we are honest and transparent.

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