



Volunteer Opportunity

Information Technology Support

December 2023

Bellis is a Minnesota nonprofit leading national groundbreaking work offering grief support to mothers whose children are parented by others. By assisting the organization as a volunteer in **Information Technology Support**, you can share your skills, give back to your community by serving marginalized women, and gain great experience and networks.

You'll love this volunteer opportunity if you are passionate about working behind the scenes in technology to empower team members for success.

Responsibilities/Duties:

- Set up and maintain email accounts for new staff, board members, and volunteers.
- Coordinate settings for reoccurring MS Teams meetings; troubleshoot for users.
- Provide technical assistance for the national 800 support line; data tracking.
- Ensure adherence to cyber security standards.

Qualifications:

- Professional experience in Microsoft administration and Google settings.
- Adherence to data privacy and cyber security standards.
- Demonstrated integrity, honesty, and exceptional customer service skills.
- Passion for our organization's mission and a dedicated commitment to its success.

Training and Preparation: All volunteers must complete an orientation training session and pass a criminal background check.

Commitment: 5 to 10 hours a month

Interested? Reach out at info@mybellis.org or complete the form at [New Volunteer Application — Bellis \(mybellis.org\)](#)

The Bellis™ Stronger Together program is a national, free, grief-support network for women whose children are parented by others, offering weekly groups, a talk/chat line (833-4BELLIS) and more.



MyBellis.org

952-944-0866