

## **GOT Job Descriptions**

**If you are interested in any of these “job” openings, please send your name, contact information, and a brief statement of your “qualifications” to GOT@servethecity.net**

### **Podcast Post-Production Assistant(s)**

STC International is looking for one or more volunteers to serve as post-production assistants for our podcast, *Serving Stories*. Tasks include verification of transcript accuracy and rough editing of audio files (may be split between assistants). Skills needed: basic computer skills; ability to use audio editing software like Audacity or Garage Band; and the ability to understand both written and spoken conversational English. This is expected to be an ongoing effort.

### **Short Term Project Assistant(s)**

STC International is looking for one or more volunteers to help collect source material and edit a new version of the STC Project Idea Handbook. Tasks include emailing and calling city leaders and/or project coordinators to conduct surveys of project types, follow-up interviews to gather details on specific projects, and rough editing/formatting of material for inclusion in the Project Idea Handbook. Skills needed: basic computer skills and the ability to understand both written and spoken conversational English. This is a short-term effort but it will require persistence to contact all cities.

### ***focus* Registrar(s)**

STC International is looking for one or more volunteers to act as account administrators for our online learning platform, *focus*. Tasks will include approving student accounts, managing course enrollments, helping students with enrollment issues, and creating progress reports. Skills needed: in addition to basic computer skill, volunteers need to be comfortable using specialized, web-based software platforms (experience with WordPress and LearnPress is helpful but not required); and the ability to understand both written and spoken conversational English. This will be an ongoing effort.

### **Website Administrator(s)/Developer(s)**

STC International is looking for several individuals who can help administer and develop our STC-branded websites (servethecity.net, servethecity.academy, and the various city websites). Tasks will include managing accounts and platform security, setting up new city websites, vetting additional plugins, and updating our basic website architecture to improve maintenance and security of our systems. Skills needed: Expertise in WordPress and/or LearnPress; experience in working with multi-site structures and multi-lingual platforms; experience developing websites and testing/evaluating plugins; a working understanding of website security features/protocols; and the ability to understand both written and spoken conversational English. This will be an ongoing effort.

### **Microsoft 365 Account Manager(s)**

STC International is looking for one or more volunteers to act as account managers for our Microsoft 365 tenant. Tasks will include adding new user accounts, adding new domains, creating shared mailboxes, assigning licenses, and periodically removing unused accounts. Skills needed: experience managing accounts/domains for a Microsoft 365 tenant and the ability to understand both written and spoken conversational English. This will be an ongoing effort.



### **Microsoft 365 Tenant Migration Specialist(s)**

STC International is looking for one or more volunteers to manage our planned Microsoft 365 tenant migration. Tasks include selections of necessary software to facilitate migration, development of pre-migration, migration, and post-migration task plan, and oversight of all migration-related activities. Skills needed: experience with Microsoft 365 tenant migration is highly desirable; experience with Microsoft 365 tenant management; and the ability to understand both written and spoken conversational English.