



## **Volunteer Board Member Information Technology & Systems**

### **About Uganda Village Project**

Uganda Village Project is a U.S.-registered nonprofit that empowers underserved adolescents and women in rural Uganda by advancing access to sexual and reproductive health education and services. Our programs include obstetric fistula prevention, surgical repair and survivor reintegration, and adolescent reproductive health (ARH) programming delivered in schools and communities.

We envision a future where all Ugandan adolescents and women thrive in supportive communities, with full access to physical, mental, reproductive, and sexual health resources.

We are a small, grassroots organization where volunteer board members play a direct and meaningful role in our work.

### **About the Role**

We are looking for a tech-savvy board member who can serve as our go-to person for technology questions, systems maintenance, and digital housekeeping. You'll attend board meetings and participate in governance, but your most valuable work will happen in between them.

### **What You'll Work On**

- **Salesforce** — we use Salesforce to track patient data and program outcomes. The backend was built in-house and is relatively straightforward. You'll interpret incoming compliance update notices, flag what is and isn't applicable to us, and action what needs to be done
- **Google Workspace** — help maintain a clean, logical, and secure file structure in Google Drive
- **Dropbox migration** — we'd like to consolidate away from Dropbox; help us plan and execute a clean migration
- **Website** — occasional oversight and minor updates as needed
- **General troubleshooting** — be the person we call when something breaks or a decision needs a second technical opinion

### **What We're Looking For**

Someone who is comfortable navigating unfamiliar systems, can take a clear brief and turn it into a result, and won't be fazed by the reality of a small nonprofit where the Executive Director is also the finance officer, the marketing department, and the IT help desk.

Ideally you bring the following skills to the table:

- A general understanding of Google Workspace, Wordpress and ideally, Salesforce
- The ability to take direction and translate a non-technical brief into action

# UGANDA VILLAGE PROJECT

- Self-direction and low maintenance
- Genuine interest in global health, women's rights, or international development
- Prior nonprofit experience: a plus, but not required

## What to Expect

- Board meetings – approximately 8 per year – held virtually
- Ad-hoc projects to support, maintain and develop our existing tech systems
- Direct working relationship with the ED
- A genuine opportunity to make a measurable difference for a cause that changes lives

## Time Commitment

A few hours per month on average, plus attendance at virtual board meetings

## How to Apply

Interested candidates should send a brief cover note and resume or LinkedIn profile to [info@ugandavillageproject.org](mailto:info@ugandavillageproject.org) outlining relevant experience and what draws you to this role. We review applications on a rolling basis, so early submissions are encouraged. Shortlisted candidates will be invited to a virtual conversation with the Executive Director and a current board member.