

# LADDER UP

## **Organizational Background**

Ladder Up is an entrepreneurial, Chicago-based nonprofit dedicated to providing free financial services to hardworking low-income families and individuals. Through free tax return preparation, college financial aid application assistance, financial education, and legal representation, Ladder Up helps clients access the resources they need to move up the economic ladder. The organization offers three free programs to Chicago-area clients:

- **Tax Assistance Program (TAP):** By training and deploying 800+ volunteers, Ladder Up offers free tax return preparation at more than 15 tax sites.
- **Financial Capability**
  - **Financial aid:** Helps low-income families with financial aid.
  - **Financial education:** Ladder Up provides on-site financial education workshops.
- **Tax Clinic:** Ladder Up offers free legal representation to low-income taxpayers facing tax controversies.

## **Information Technology Associate Seasonal Position (November 2023 – April 2024)**

### **Position Description:**

Ladder Up is looking for a highly organized and self-motivated individual to serve as a seasonal Information Technology Associate for TAP from early-November to the end of April. The Tech Associate position is a seasonal, part-time position with varied hours (between 25-40 hours, depending on the week) during that time-period. IT Associate responsibilities include:

- Assist in imaging and deploying approximately 400 PC/laptops to over 15 locations.
- Running software updates and testing installed software.
- Testing and maintaining inventory of all hardware for sites
- Update, allocate, and assist in managing the delivery of hardware
- Going out to sites during the weekday and Saturday mornings to troubleshoot issues

### **Qualifications:**

- Information Technology experience a plus
- Computer Science experience a plus
- Flexibility and adaptability
- High level of motivation and interest in learning new skills
- Strong computer troubleshooting skills and an understanding of Microsoft/Windows servers.
- High level of organization and attention to detail
- Access to reliable transportation and Driver's License required

This seasonal, part-time position is active from early-November until the middle of April and requires the individual travel at times to locations around Chicago and the Chicago suburbs. The starting pay rate is \$20-23/hour, depending on experience, and requires a background check.

**To Apply:** Interested candidates should send a resume as soon as possible. For more information about Ladder Up, please visit [www.goladderup.org](http://www.goladderup.org)

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