

a non-profit, international developer of sustainability simulations and serious games is looking for

IT ASSISTANT – PART-TIME JOB, TASK-BASED WORKING TIME

LOCATION: WROCŁAW, MAINLY REMOTE WORK

WHY SHOULD YOU WORK WITH US?

For 17 years, we have been pursuing meaningful work by creating social simulations and serious games for social change. Our interactive, multiplayer, and moderated games combine entertainment with education and raise awareness of global challenges such as the climate emergency. They are engaging, fun, and have been played by such organizations as the World Bank, the European Commission, OECD, UNDP, etc.

Join our professional, interdisciplinary team of 15 change makers.

WE OFFER

- Part-time employment contract with flexible working hours and task-based working time (number of hours depending on current needs, several hours a month)
- Mostly flexible working hours for standard tasks, in case of sudden difficulties (not frequent) or planned events shorter reaction time required
- Mainly remote work, in case offline support is needed we require visits to the office or home offices in Wrocław
- Fast recruitment process

YOUR ROLE

- Taking care of electronic equipment (computers, tablets, printers, telephones...)
- Software and hardware installation, record and maintenance
- Preparation of hardware and software for workshops
- Hardware and software market research
- Technical assistance for CRS employees and associates
- Game testing
- Technical support for game users

REQUIREMENTS

- Place of residence - Wrocław
- Good command of English language
- Advanced support skills for computers, mobile devices and software
- G Suite administration experience (former Google Apps)
- Flexibility, diligence, independence, and responsibility

NICE TO HAVE

- Experience in UI design
- Knowledge of computer and board games, and serious games in particular
- Experience in working for the benefit of society or the natural environment

CRS encourages individuals of all learning styles, ethnic, racial, and socioeconomic backgrounds to apply for this position. CRS is an equal opportunity employer and considers all applications without regard to personal background, race, color, religion, sex, gender, gender identity or expression, sexual orientation, national origin, ancestry, age, citizenship status, disabilities, or medical conditions. Research has shown that women and immigrants are less likely to apply for roles unless they believe they meet all of the qualifications. We encourage you to apply as we are committed to maximizing the diversity of our organization. We want to engage equally all those who can contribute to our activities.

If you have the qualifications described above and would like to apply for the position, please send your CV to: rekrecja@crs.org.pl (entitling the email "IT Assistant"). Please, mind that we reserve the right to reply only to the selected candidates. Don't forget to enclose the following annotation: "I agree to the processing of my personal data by the Centre for Systems Solutions Association for recruitment for the post of IT Assistant in accordance with Art. 6(1)(a) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)".

In order to ensure compliance with the GDPR, we would like to inform you that we intend to store your personal data on the G Suite platform owned by Google LLC. The data will be stored on a server located in the USA. To dispel your doubts, we would like to assure that your data will be safe, as Google LLC joined the Privacy Shield program and provides the appropriate level of personal data protection required by European regulations.

In reference to this, please read the information below:

In accordance with art. 13 of the General Regulation on the Protection of Personal Data of 27 April 2016 (Official Journal of the European Union, L 119, 4 May 2016), we inform you that:

1. The administrator of your personal data is the Centre for Systems Solutions Association, based in Wrocław 50-305, ul. Jaracza 80B/10, Poland;
2. Your personal data will be processed for the purposes of conducting correspondence pursuant to the Article 6(1)(a) of the General Data Protection Regulation of 27 April 2016;
3. Your personal data will be stored for the duration of this recruitment;
4. You have the right to access your data and the right to rectify, delete, limit processing, the right to withdraw consent and the right to move data;
5. You have the right to lodge a complaint with the supervisory body;
6. Providing personal data is voluntary but necessary to consider the offer as part of the recruitment process.

You can withdraw your consent at any time by sending an e-mail to gdpr@crs.org.pl

We reserve the right to contact only selected persons.