

Volunteer Job Description

Title: Data Entry
Report to: Executive Director
Trained by: Administrative Assistant
Shift: No more than 2 hours every other week
Schedule: 9am to 5pm, Monday through Friday
Minimum Commitment: 2 months

Job Summary: Regularly update information in The Diversity Center's database. Process new members by entering their data into a computer program and delete/change records if so required/requested. Also, record membership payments and donations as needed.

Duties and Responsibilities

- Come into the Center at least once every two weeks.
- Have a working knowledge of computers, and an ability to learn the database program quickly.
- Decipher membership forms and enter them correctly.
- Keep all processed information confidential.
- Be willing to ask questions if confused or unsure.
- Regularly report to Executive Director.

Knowledge, Skills, Equipment and Abilities

- Proficient computer and typing skills.
- Familiarity with Microsoft Access very helpful.
- Ability to read/interpret new member forms.
- Comfortable working with all members of our diverse community.
- Positive attitude and good work ethic.
- Ability to work independently and proceed with objectives without supervision.