



Data Entry Volunteer

Department: Volunteer Programs

Reports to: Director of Volunteer Programs

No. of Volunteers Needed: 1-2

Date Requested: Ongoing, looking for someone ASAP

Position Overview: This position will help the Volunteer Programs Department build a database of our 14,000 annual volunteers. He or she will help us input names and emails on a weekly basis into a Raiser's Edge database.

Primary Duties:

- Collect paperwork from volunteers.
- Enter names and contact information into database.
- Opportunities for other work as they arise.

Minimum Requirements:

- Raiser's Edge experience a plus, but any database experience okay.
- Attention to detail.
- Positive attitude and ability to work in a fast-paced environment.

Physical Requirements:

- N/a

Volunteer Work Schedule:

- Looking for a volunteer to work 5 hours per week.
- Availability on a Tuesday or Thursday.

Position Location:

- This position will work out of the DC warehouse (accessible by Brookland metro and H8 bus route; parking lot available).

Impact of this volunteer opportunity:

- This volunteer will help the Volunteer Programs department capture information on the number of volunteers and the impact they have had on the food bank. This position will allow the department not only to track volunteers, but to be able to record information to thank volunteers and invite them to department events.

How to Apply:

- Visit <http://www.capitalareafoodbank.org/ambassador-volunteers/> and fill out the Ambassador Volunteer Application. Send any questions to volunteer@capitalareafoodbank.org.

Thanks for your interest in the Capital Area Food Bank!