



Information Systems Volunteer

Department: Programs

Reports to: Sue Kincaid, Senior Director of Programs

No. of Volunteers Needed: 1-2

Date Requested: May 1st, 2010

Position Overview:

To provide technical assistance with Excel spreadsheet development and Excel training for CAFB Staff.

Primary Duties:

- Help the Senior Director of Programs develop more efficient systems to manage 1) program reporting in Excel—20 + programs and key information and 2) tracking restricted grant expenses.
- Provide various levels of Excel training for CAFB staff. Ideally in small groups through hands on instruction.

Minimum Requirements:

- Proficiency in MS Excel
- Ability to train various levels of users—beginners, mid level and advanced
- Good communication skills

Physical Requirements:

- N/A

Volunteer Work Schedule:

- Spread sheet work – 2 to 4 hours a week until the project is completed. Approximately 1-2 months estimated.
- Trainings 2-3 a month, 2-3 hours each for approximately 12 months.
- Days of the week and times to be negotiated.

Position Location:

The trainings will take place at the Capital Area Food Bank's offices. Most will be at the DC Office location with possibly a few at the NOVA location.

Days and times can be scheduled to match the volunteer's schedule, though business hours are preferred. Spreadsheet work can be done remotely.

Impact of this volunteer opportunity:

The work will greatly improve efficiencies of CAFB staff. Easier to manage spreadsheets will give easy access to data for reporting, evaluation and decision making. Through the trainings, the CAFB staff will increase their skills with Excel decreasing the amount of time spent working on reports or tracking data.

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!