



Volunteer Position Description

Database Assistant

Overview:

Assist the Communications Coordinator with maintaining donor database. Database consists of clients, event participants, professionals, and donors.

Key Responsibilities:

- Update and maintain Giftworks database: data entry, deletion of duplications, monthly updates of current information

Education and Support

- Must be computer literate
- Volunteer will receive basic training of Giftworks database and the donor systems used at Community Advocates
- Volunteer will receive training regarding Community Advocates' mission, services, staff and their responsibilities

Qualifications and Time Commitment

- Intermediate computer skills.
- Ability to learn new applications
- Attention to detail
- Must be able to commit to a regular schedule to ensure computer and workspace is available
- Commitment of a minimum of three hours each week that is volunteered for a minimum of six months
- Volunteer will need to clear a criminal background check
- Volunteer must maintain confidentiality of all database information

Impact

- This position will help ensure that Community Advocates maintains current, accurate records for database.
- Will reduce the number of duplicate and invalid entries and improve efficiency
- Will save the organization money by reducing postage costs by enhancing Community Advocates' ability to electronically communicate with Giftworks database