

Title: Data Entry Volunteers

Purpose:

Data Entry Volunteers assist the organization by manually entering constituent data into the main database used by the organization for tracking contacts, sales, and donations (Sage Fundraiser 50 software). They provide additional support on a case by case basis when large files of data need manual adjustments in preparation for uploading into the database.

Average Time Commitment:

Typically, during data entry projects, four to eight hours per week would be requested, depending on the task and the availability of other data entry volunteers. NOTE: The time commitment is highly dependent on the projects being conducted. There may be many weeks that go by without a need for manual data manipulation or entry. Sage F50 data entry must be conducted on-site at the One In Ten offices, while data clean-up projects can be conducted via email.

Responsibilities:

The Data Entry Volunteer will provide support for the manual entry of data into a database and the manual manipulation of large amounts of data and formatting in preparation of importing the data automatically into the Sage database.

- Work with the Sage F50 Manager, the database manager, or the OIT Executive Director to help carry out the organization's data entry needs.
- Work with the database manager and following training guidelines for the consistent entry of data into the database or the manipulation and formatting of data in Excel files.
- Carry out data entry or data clean-up within agreed to timelines.

Qualifications:

- Ability to conduct repetitive data entry work on a computer.
- Possess a methodical, detail-oriented approach, checking work often.
- Good knowledge of MS-Excel or other spreadsheet software used to sort, order, filter, format; or otherwise manipulate several hundred records of data.
- Ability to work independently
- Desire to communicate effectively with peers to have questions addressed

Supervisor of Work:

The Data Entry Volunteer will work with the database manager and report directly to the Sage Fundraising 50 Manager.

Measure of Success:

- Delivery of tasks as per the agreed upon timelines
- Ability to follow training and direction regarding the input of data
- Be fully engaged in the database team and offer ideas and solutions that might not have been already thought of.

Benefits of the Position:

This position is vital to ensuring the data the organization collects data in a usable format in the Sage F50 database. It provides an opportunity to the volunteer to support One In Ten in a fashion that is ad-hoc (rather than weekly or long-term), requires minimal skills, and carries minimal responsibility. Success in this position can provide future opportunities with the organization in volunteer roles that have a higher degree of responsibility.