



Volunteer Opportunity Description

<u>Title</u>	<u>Duration</u>	<u>Time Commitment</u>
Data Management Assistant	Ongoing	2-5 hours per week

Key Responsibilities

- Assist Leaders Initiative team with routine data management, including attendance tracking, volunteer tracking, student information updates, entering calendar items, and opportunity management.
- Provide additional office support when necessary.

Volunteer Impact

- Ensure that we have current information on the students and community we serve, and that we are connecting them to appropriate and relevant opportunities that develop their college and career readiness.
- Support fundraising efforts as we have reliable data from which we can pull to demonstrate our deliverables and impact to funding partners.

Commitment

- One 2-5 hour shift each week, on an ongoing basis.

Requirements

- Must be High School age or older.
- Must pass initial screening.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher).
- Ability to work independently with minimal supervision and communicate when a task becomes unclear.

Preferred Qualifications

- Ability to communicate in Spanish.
- Data management experience.