

Habitat Store Volunteer Opportunity:

## Data Entry Wizard

Love being on the computer? We need someone to help us keep track of contact info for volunteers and donors, log volunteer hours, and keep our operations running smoothly. Previous database experience not necessary but basic computer skills are a must.

### Responsibilities:

- Update contact information for volunteers and donors
- Enter logged volunteer hours into online database
- Create and maintain spreadsheets of requested data as needed
- Identify potential data issues and bring to staff for resolution

### Qualifications:

- Familiarity with Microsoft Office suite and common web browsers
- Legible handwriting and capacity for following complex directions
- Good work ethic and ability to work independently
- Enthusiasm for working with diverse partner groups
- Positive attitude and good interpersonal skills

### Benefits:

- Gain valuable work experience in the non-profit sector
- Flexible schedule
- Store discount
- Support store staff and other volunteers
- Making a positive impact right here in Charlottesville

**Time Commitment:** Flexible



Contact us for more details at

(434)293-6331

