



United Way
East Ontario

WORKING WITH COMMUNITIES
IN PRESCOTT-RUSSELL, OTTAWA,
LANARK AND RENFREW COUNTIES

VOLUNTEER POSITION DESCRIPTION

Volunteer Position:	Data Entry and Volunteer Program Support
Department:	Corporate Services
Designated Staff Liaison:	Volunteer Program Coordinator
Creation Date:	October 2019

PURPOSE OF VOLUNTEER POSITION

As part of a collaborative and dynamic team the candidate will help with the implementation of a volunteer management program across United Way East Ontario branches. This program features engagement projects and a new communications strategy.

RESPONSIBILITIES

Assist with the administration of volunteer management projects

- Update information in CRM database
- Assist with data filing and archiving
- Assist with volunteer engagement communications and events

TIME COMMITMENT

- 3-month minimum commitment
- 1 day or 2 half days per week during regular office hours

QUALIFICATIONS

Education:

- Post-secondary education

Experience:

- Prior administrative and data entry experience
- Prior volunteer experience
- Not-for-profit experience would be an asset

Knowledge, Skills and Abilities:

- Proficiency in relevant computer skills including MS Office
- Ability to work independently when required and maintain confidentiality of information
- Detail-oriented
- Strong team player

BENEFITS TO THE VOLUNTEER

- Placement in an established and highly-regarded community organization
- Gain valuable experience in a professional and dynamic work environment
- Contribute to making our community stronger, healthier and safer for all
- Network with United Way staff and volunteers

HOW TO APPLY

Please send an email expressing your interest in and suitability for this role to Jean Glaister Steil, Volunteer Program Coordinator jgsteil@uitedwayeo.ca

At United Way East Ontario, we value the diversity of our employees and volunteers.