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2-1-1 SACRAMENTO NEEDS VOLUNTEERS

“Help Our Callers Find the Resources They Need”

Position: Database Specialist

Volunteer Benefits:

- Learn about community resources
- Develop new skills (databases, spreadsheets, style guide use)
- Improve computer and administrative skills
- Make a difference in the community
- Earn academic credit

Volunteer Duties:

- Enter new and updated database information about community resources
- Perform clerical tasks including word processing, duplicating, fax and telephone contacting, and mail preparing
- Help gather special topic information using internet browser
- Help survey community or validate information about resource information
- Help prepare community resource lists and handouts
- Help review or proof database data, printed material, and webpages for accuracy and function

Volunteer Requirements:

- Accurate data entry and word processing skills
- Attention to detail and accuracy
- Reading comprehension skills
- English grammar and spelling skills
- Basic computer knowledge and skills
- At least 4 hours/week for six months or equivalent

If you have any questions or wish to discuss volunteer opportunities, please contact Laurie Simon at (916) 447-7063, ext. 312, or email laurie.simon@211sacramento.org.