

VOLUNTEER POSTING

Volunteer position title:	Data Entry Volunteer	Posting date:	February 17, 2020
Staff Resource Person, contact information:	Matthew Harding	Posting closing date:	This position has a closing date March 1, 2020
Location:	251 Bank, Ottawa, On	Position duration:	Temporary-project focused
Position type:	Volunteer	Service area:	MAX Ottawa – Community Programs Support

STATEMENT OF VOLUNTEER VALUE

As a volunteer, you will play a crucial part in the daily life of **MAX**. Without you the organization would have a much harder time in completing its mission and attaining its vision. We value volunteers for their roles as ambassadors, mentors, board directors, leaders, supporters, educators, advocates, and as members of the community of GBT2Q men (Gay, Bi, Two-spirit, Queer and other men who have sex with men, whether cis or trans). At **MAX**, we value the diversity of experiences and knowledge that our volunteers bring. We see you as a unique gift in helping us create larger circles of social connection and in reducing health barriers for GBT2Q men.

PURPOSE OF THE POSITION

The data entry volunteer will support the community programs yearly evaluations. Work will involve manual data entry, data compilation, and basic data analysis. The data entry volunteer will be expected to merge data collected in various format into one basic report of findings. The data entry volunteer will be working directly with the Community Programs Manager.

RESPONSIBILITIES AND DUTIES

- Input manual data into surveymonkey
- Merge data collected in both official languages into one report of data findings
- Help with basic data analysis (Identifying through the data findings, opportunities and challenges)
- Support the Community Programs Manager in the development of program evaluation reports.

QUALIFICATIONS

Required qualifications

- Ability to self-direct
- Good computer and digital skills (Microsoft word, internet explorer)
- Ability to do basic math
- Excellent written English ability including editing and grammar
- Well-grounded understanding the importance of confidentiality
- Ability and willingness to accept and utilize feedback from supervision
- Adhere to **MAX's** confidentiality policies and other relevant program and agency policies and procedures

Preferred qualifications

- Ability to work in both French and English
- Ability to understand basic program evaluation data
- Ability to communicate opportunities and challenges for programs through data analysis

COMMITMENT EXPECTED

This position is meant to support a temporary project. The volunteer will be expected to work 2-3 hours a week, every week, for the month of March. This volunteer can work from our office space at 251 Bank Street or from home.

For more information on the position or to apply please email your interest at:

matt@maxottawa.ca