

Volunteer: Data Entry Assistant

Position Title: Volunteer – Data Entry Assistant

Number of Volunteers: 2 –3 Volunteers

Location: Distress Centre Calgary (DCC) – Remote/On-site

Time Commitment: Flexible hours (2+ hours a week)

Position Overview:

Distress Centre Calgary (DCC) is seeking dedicated, detail-oriented volunteers to support our team with data entry tasks. This role plays an important part in maintaining accurate and organized records, which help drive our programs and focus our support on serving our community. If you enjoy working independently and have a keen eye for detail, this is a great opportunity to meaningfully contribute behind the scenes.

Duties and Responsibilities:

- Accurately enter and update information into multiple databases
- Review data for completeness and accuracy
- Maintain confidentiality and follow data security policies
- Organize electronic or paper files as needed
- Support other administrative tasks related to data as assigned

Qualifications:

- Over 18 years of age and reside within the province of Alberta.
- Ability to provide a satisfactory Criminal Record Check, dated within 6 months of role acceptance
- Strong attention to detail and accuracy
- Good organizational and time management skills.
- Ability to follow instructions and work independently
- Commitment to confidentiality and professionalism
- Previous data entry or administrative experience is a plus but not required
- Passion for DCC's mission and a commitment to making a positive impact in the community.

Benefits:

- Experience in data management and nonprofit administration
- Flexible volunteer schedule and opportunity to work remotely.
- A reference upon request

- Be part of a supportive team dedicated to making a difference in the community.

To Apply:

Please email your resume to vtl@distresscentre.com with the subject line 'Volunteer: Data Entry Assistant Opportunity'. Applications will be reviewed as they are received, and interviews will be scheduled on an ongoing basis until the positions are filled.