



Data Expert Volunteer

Work on meaningful projects that foster standardization and innovation in an office environment.

IMPACT

Feeding San Diego (FSD) may have started in 2007, but has grown quickly as the leading hunger relief organization in the county. Become a Data Expert Volunteer to use your existing data software skills to help us continue to improve the effectiveness with which we distribute 21.2 million meals annually.

KEY RESPONSIBILITIES

The Data Expert Volunteer will assist FSD staff with clerical work throughout the organization. This will include:

- Sort and analyze data in Excel
- Create Standard Operating Procedures (SOPs) as needed
- Data entry
- Monitor for database accuracy
- Maintain record keeping binders and paperwork
- Filing paperwork

TIME COMMITMENT

Data Expert Volunteers work 1-2 days weekly, during 3 hour volunteer shifts. Volunteer shifts take place on Mondays-Fridays. .

KEY SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- You have a passion for hunger relief and want to make a difference
- You have excellent Excel skills
- You've got a knack for the numbers
- You are able to interpret meaning from a bunch of data
- You sweat the small things and are very detail oriented
- You can work well independently
- You would rather fight hunger using your brain over brawn
- Bonus Points: You have experience with Jet Reports, Navision, Supply Chain, Logistics, Purchasing, or Operations

TRAINING PROVIDED

Volunteer Orientation will provide volunteers with an understanding of Feeding San Diego as a whole before role specific training. Additional training provided will include:

- Data Entry Training
- Opportunity to shadow staff beginning your service

HOW TO APPLY

Please submit a Volunteer Application and resume (optional) to the Volunteer Department at volunteersd@feedingsandiego.org or to Feeding San Diego c/o Volunteer Department at 9455 Waples Street, Suite 135, San Diego, CA 92121.

QUESTIONS? COMMENTS?

Contact the Volunteer Department by phone (858.452.3663 x100) or email (volunteersd@feedingsandiego.org). You can also visit feedingsandiego.org to learn more about making a difference in San Diego.