

Alzheimer's Association Data Entry Volunteers are responsible for entering constituent data and other information into the Association's databases, ensuring that records for the Association are updated and accurate.

- Key Activities:**
- Data entry into the Personify software system. Data could come from various departments and require different levels of entry.
 - Position requires being able to interpret data received in different forms, including but not limited to: hand written communication, typed forms, Google docs, online data, faxed forms, incoming mail, and email.
 - Position requires a high level of organization and some problem solving skills.
 - The person filling this position needs to be comfortable with a lot of computer work and interacting with many staff and volunteers.

- Qualifications:**
- Demonstrated ability with integrated CRM software systems.
 - Demonstrated success in data entry.
 - Familiarity with email, google drive, calendar.
 - Highly detail oriented with project management skills to take initiative and check own work for accuracy.
 - Takes initiative to research and investigate missing data.
 - Excellent verbal and written communications skills.
 - Proactive and passionate about the mission of Alzheimer's Association.
 - Must be age 18 to apply. Background checks are required.

- Commitment Expected:**
- Data Entry Volunteers commit to a 1-year term which is renewable upon successful completion of annual goal-setting conversation with your staff partner.
 - Orientation includes: online general volunteer orientation (1 hour) + program volunteer orientation (1 hour) + Personify database training (8 hours).
 - Background checks are required as part of the volunteer selection process.
 - Comply with Alzheimer's Association volunteer policies and procedures.
 - Participate in initial training and ongoing education about Alzheimer's, dementia and the Alzheimer's Association.

- Benefits to the Volunteer:**
- Working in an office environment alongside other volunteers and staff, learning aspects of various programs and enhancing computer skills.
 - Flexible schedule to accommodate your availability.
 - Build your resume and skill set.
 - Join a network of other volunteers, Alzheimer's Association staff and professionals and caregivers in the aging field.

- Reporting & Support Provided:**
- Data Entry Volunteers work with local staff partners in local chapter offices within normal business hours.
 - Alzheimer's Association will provide training, information and electronic or printed materials to assist in your efforts.