

**SAVE, INC. VOLUNTEER SERVICE OPPORTUNITIES**

*Through comprehensive housing solutions, SAVE, Inc. empowers those living with or at risk for HIV/AIDS to lead healthy, stable lives with personal dignity*

The **Data Entry Assistant** position is the perfect volunteer opportunity for a detail-oriented individual who is interested in helping to streamline our database and assisting staff with other day-to-day operational duties.

- Position:** Data Entry Assistant  
**Supervisor:** Director of Client Services or Director of Development  
**Time:** 3-5 hours per week during business hours (8:30-4:30pm)  
**Commitment:** 4 weeks out of the year required, longer commitment is encouraged!  
**Place:** SAVE, Inc. main office building (known as Mitchell House) located in Midtown Kansas City.  
**Training:** On-the-job, no additional training required.

**Specific Duties:**

- Enter client information in client database as received by Housing Assistant Specialists with a strong emphasis on accuracy and discretion.
- Assist the development team in entering advocate gifts and processing gift acknowledgement letters, as well as periodic maintenance of the database to update addresses or mailing lists.
- Assist with data compilation from either client or advocate database to be used for potential grants, reports, or mailings.
- Provide any additional administrative assistance to SAVE personnel, including copying, filing, sorting, or stuffing envelopes.

**Requirements/Qualifications:**

- Must maintain confidentiality of all SAVE, Inc. database information, and be able to work comfortably and fairly with individuals who have disabilities
- Possess an upbeat and pleasant personality with a passion to serve others
- Familiarity with data-entry computer programs, preferably Raiser's Edge Software
- Possess a strong attention to detail with the ability to comprehend explicit instructions
- Able to sit for 1-2 hours at a time

**Volunteer Benefits:**

- A chance to have a positive impact on those in your community while building self-esteem as a result of helping others in a positive social-service environment
- Opportunity to gain a better understanding about housing-related issues, HIV/AIDS, and the local social service sector
- Chance to provide valuable input for database management or adjustment

**Additional Information:** SAVE, Inc. is focused on providing the best service possible to each of its nearly 700 residents and the safety and security of their information is an absolute top priority. Thus, all agency volunteers are required to have a signed Confidentiality Form on file prior to their first day as a SAVE volunteer. Thank you for your cooperation!

If you have any questions about this volunteer opportunity or any other service positions with SAVE, Inc., please contact **Sara Rowden** at **(816) 531-8340 ext. 23** or [srowden@saveinckc.org](mailto:srowden@saveinckc.org).