About this Job

Who we are:

Nevada Volunteers is the Governor’s Commission on Service. We are a nonprofit organization dedicated to strengthening Nevada through national service and volunteerism. As the State’s central coordinating body for service and volunteerism, Nevada Volunteers is responsible for developing, implementing and sustaining a vision and culture of civic engagement and national and community service throughout the State. We do this through the administration of AmeriCorps\*State grants, training for nonprofit leaders, and raising the visibility of volunteerism and national service in Nevada.

Position Overview

The Data Entry Intern within Nevada Volunteers is an essential contributor to Nevada Volunteers’ efforts towards building and maintaining the state's infrastructure to enhance national service and community volunteer engagement. In collaboration with the Nevada Volunteers team, this position works to increase the visibility of Nevada’s nonprofits and community-focused organizations and the impact of service and volunteerism through maintaining our Nevada Volunteer Connect database. Nevada Volunteer Connect is a website that provides information to the general public on volunteer opportunities throughout the state. Specifically, this position is responsible for building and updating nonprofit and community-focused organization profiles and maintain the events calendar in the Nevada Volunteer Connect database.

Specific Duties and Responsibilities:

Data Entry

\* Collect data and pictures for nonprofit and community-focused organization profiles at various degrees of completion.

\* Review, fact-check and process data for nonprofit and community-based profiles and calendar events.

\* Input data into database with precision to complete profiles and share events.

\* Follow up with nonprofits and community-focused organizations to ensure information is correct and preferences are met.

\* Continually update nonprofit and community-focused organization profiles to ensure accurate information is being shared with the general public.

\* Maintain events calendar through outreach and general inquiry.

Accountable for:

\* Reviewing and fact-checking nonprofit profile and event information.

\* Answering inquiries from general public and/or direct to appropriate parties.

\* Speaking knowledgeably and professionally about Nevada Volunteers.

\* Understanding and promoting volunteer engagement.

\* Promoting and advocating an organizational culture that values volunteers.

\* Working with volunteer and paid staff as needed to successfully complete tasks, including following processes.

\* Timely completion and accuracy of all work.

\* Adherence to policies and procedures.

\* Equipment within his or her possession.

\* Maintaining positive professional contact with Nevada Volunteers’ staff as well as with volunteers, agencies, organizations and the public to provide information for responsibilities listed above.

Qualifications:

\* Exceptional attention to detail and a passion for precision.

\* Excellent time management and organizational skills.

\* Comfortable with accepting and applying constructive criticism.

\* Ability to interact with people of diverse ages and cultural backgrounds.

\* Ability to work independently and as part of a team.

\* Proficient Microsoft applications and mathematical skills.

\* Ability to communicate effectively and professionally both orally and in writing to a wide variety of constituents.

\* Access to a vehicle.

\* Prior experience working with volunteer programs preferred.

Application Instructions To apply for this position, please email a cover letter and resume to info@nevadavolunteers.org. To ensure consideration, please apply by February 15th, 2019.

Nevada Volunteers is an Equal Employment Opportunity organization.

As such, Nevada Volunteers ensures equal employment opportunities without discrimination or harassment on the basis of age, gender, race, color, religion, national origin, sexual orientation, veteran status, disability or other classes protected by law.

Nevada Volunteers will conduct pre-employment/volunteer and employment /volunteer screenings as follows:

\* National Sex Offender Public Registry Website for all employees and non-episodic volunteers

Conduct a name-based Nevada State criminal registry check on employees. This check may be required for a volunteer, depending on the volunteer role as noted on the position description

About Nevada Volunteers

Nevada Volunteers (a nonprofit 501(c)3 organization) is the Governor’s commission that selects and administers AmeriCorps\*State programs in Nevada and serves as Nevada’s primary resource center for volunteer and service efforts. Our Motto: Strengthening Nevada Through AmeriCorps and Volunteerism. What We Do: We inspire people to engage in acts of giving and service. We seek funding to meet critical needs in Nevada through service and volunteerism. We inspire a culture of volunteerism that impacts lives and enhances the quality of life for all.

#### **Location**

Reno, Nevada, United States

#### **Compensation**

#### TYPE

Paid

#### PAY RATE

$12.00 Per hour