Economic Justice Volunteer Data Specialist

Purpose:
The EJ Program Support and Data Specialist will support the Road to Self-Sufficiency Program.

A Road to Self-Sufficiency is a 6-month program designed to help participants to secure employment, helping them to overcome barriers along the way.

The position will document the activities and outcomes of this transformative program supporting homeless women with securing employment.

Agency contacts:
For more information or to apply contact Volunteer Services – volunteer@camarin.org

Responsibilities and duties:
- Document the program's activities and data entry
- Support staff with documenting activities and outcomes achieved by clients through the use of 2-3 key databases.

Time Commitment:
- 2-4 hours/week through December 2023 (flexible schedule)

Required Skills and Qualifications:

Skills
- Ability to engage with the public in a positive, productive manner.
- Excellent computer skills and adept at using databases to track outputs and outcomes.
● Strong verbal communication skills.
● Learns new tools and systems quickly.

Qualifications
● Proficiency in English. Fluency in Spanish a plus
● Adapts well to a dynamic, rapidly changing environment and works effectively within a team.
● Complete training for our database

Benefits to Volunteer:
● Helping underserved members of our community
● Assisting Community Action Marin in aligning to the Agency’s whole-family approach.
● Help us document data from this pilot to inform future programming and communicate lessons learned to the broader community.
● Letters of reference (long-term volunteer commitments)

Location:
● Virtual opportunity

Reasonable Accommodations:
This opportunity may involve physical demands (e.g., climb stairs, carrying, lifting, etc.) as the actions are essential function to the role. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform essential functions.