

Volunteer

Role Description



Database Assistants

Database Assistants provide vital help to the Office Coordinator and other staff by working to ensure that the Nature Trust remains current and relevant in all its communications with members and stakeholders. This is a great position for someone in the Halifax area who wants to learn more about the charity sector.

Role Description

The volunteer will:

- Become familiar with the Nature Trust database systems.
- Regularly input information and keep records updated.
- Filter for and manipulate information for the purpose of mailouts and invitations, thanking and receipting donors, and sending other communications.
- Work with staff and other volunteers to ensure efforts are not being duplicated.

Qualifications/Skills Required

- Familiarity with Microsoft Access, or a willingness to learn.
- Dependability and ability to work with minimal supervision.
- Ability to work effectively as a member of a team.
- Training provided.

Time Commitment

We would like Database Assistants to be available for a minimum of 5 hours a week, between Monday and Friday, 9am-5pm.
