

**Volunteer Data Entry Assistant**

**Job Description**

 **Class: Volunteer Date: Aug 2021**

 **Reports To:** Database Administrator

 **Status:** Part-time (10- 12 hours per week, can be split amongst 2 people)

 **POSITION OVERVIEW:**

[Great Plains SPCA](https://www.greatplainsspca.org/) is seeking a **Volunteer** **Data Entry Assistant** for the Development Department. This Part-time, volunteer, position is 10-12 hours per week.

**Responsibilities**

* Perform data entry within the Salsa CRM donor database
* Create and add daily gift batches within the CRM
* Verify donor information and update donor records
* Add new supporters to Salsa CRM and Salsa Engage
* Create tax receipts for donors and send via mail and email
* Assist Database Consultant and Donor Relations Manager with Salsa related tasks

**Qualifications**

* Database experience ideal
* Attention to detail is a must
* Comfortable reviewing and ensuring data integrity and accuracy

**Work Environment**

* Remote
* Days, Hours – open for discussion (remote work available)