



Volunteer Program

Johnson Creek Watershed Council

Volunteer Position: Data Manager

Background

The Johnson Creek Watershed Council has over 2,000 contacts to track in the Council's Contacts Database in Microsoft Access. The expansion and accuracy of this data is critical to the development and success of the Council's outreach efforts. Since contact information, volunteer events and projects are constantly changing, the database needs to be regularly updated and maintained to ensure accuracy.

Description

The Data Manager will help the Community Outreach Coordinator maintain and update the Council's Contacts Database. This involves efficient and accurate data entry, updates, maintenance and research to ensure the most current contact information is available on the Council's constituents.

Skills Needed

- Experience with Microsoft Access or other database software
- Ability to enter data accurately and efficiently
- Working knowledge of contact resources
- Ability to work independently

Benefits

- Gain experience with data management
- Hone your organizational skills
- Build your resume
- Learn about Johnson Creek

Duration

This project is on-going and would be best suited for someone with a few hours to contribute once a week.
Supervisor: JCWC staff members and board members