



Data Specialist

Department: Wish, Operations, and Development

Scope of Position

Data Specialists provide invaluable support to our employees in the office. Though some tasks are time sensitive, we are happy to coordinate a schedule that maximizes your experience and adheres to your availability. Data Specialists assist with data entry into our Raiser's Edge database program and Microsoft Office programs.

Key Responsibilities

- ★ High attention to detail and accuracy
- ★ Data entry and computer-based tasks

This Position Is Right for You If

- ★ You have knowledge of Make-A-Wish mission, vision, values, and standards
- ★ You have strong data entry skills
- ★ You have Raiser's Edge knowledge (a plus, but not required)
- ★ You have excellent knowledge of Microsoft Office programs, particularly Excel and Word (pivot table and mail merge knowledge a plus, but not required)
- ★ You are tech savvy
- ★ You excel at data entry
- ★ You're all about the numbers

Time Commitment

- ★ Varies depending on the tasks available. Data Specialist expectations to be explained in advance.

Location

- ★ Make-A-Wish Southern Nevada office
- ★ Can work remotely after completing 20 in-office hours

Training

- ★ Volunteer Orientation
- ★ Make-A-Wish University Raiser's Edge training (as applicable)
- ★ Depending on the task, Data Specialists are required to meet with a staff member for this opportunity to ensure capability of the primary responsibilities. Data Specialists will receive instruction and training on conducting each task.
- ★ Background Check required

For additional information, please contact our Volunteer Department at volunteers@snv.wish.org.