



Community Voice Mail Program Volunteer Position 5-10 hours per week

CVM Mission: Community Voice Mail uses communications technology to connect people living in poverty and homelessness to information and resources they can use to help themselves.

This volunteer position will be critical in helping the CVM National office as we support our affiliate programs across the country in order to better serve our clients. CVM National is comprised of a staff of 11 people who are committed to our work but also strive to create a relaxed and fun working environment.

The volunteer job duties include:

- ✦ Support the Communications and Development team with **cataloguing of daily broadcast voice and email messages and blog postings** sent by CVM city managers. This entails listening to/reading each message and coding them by site and content.
- ✦ Support the Program Manager with **data entry** of CVM client intake and exit data into the CVM centralized database.
- ✦ Support the Program Manager with **production of usage reports** for CVM sites under management of CVM National office.
- ✦ Support the Program Manager with **research of community resources** to broadcast to CVM users in cities being managed by CVM National office.
- ✦ Support Administrative Coordinator with **general clerical assignments** as needed (ie: filing, copying, stuffing envelopes, etc)

Desired Skills:

- ✦ Familiarity with the Microsoft Office suite including Word, Excel and Outlook
- ✦ Familiarity with or ability to learn how to use a database.
- ✦ Comfortable using Google and other online search engines
- ✦ Competent typing skills, attention to detail.
- ✦ Familiarity with basic office equipment (copier, fax, computer, phone)

Recommended attributes:

- ✦ You are looking for a long term volunteer position
- ✦ You are interested in the mission of our organization
- ✦ You can commit to a regular weekly schedule

To apply for this position or for more information, please contact Daniel Cheever at 206-441-7872 x160 or email at volunteer@cvm.org.

www.cvm.org