

# VOLUNTEER JOB DESCRIPTION

## EMPLOYER INFORMATION

**Name:** The Loyola School Development Office  
**Address:** 801 St. Paul Street, Third floor Baltimore, MD 21202  
**Phone:** 443-563-2589 Ext 122  
**E-Mail:** social@loyolaschoolbaltimore.org

## EMPLOYMENT ELIGIBILITY

**Job Title:** Volunteer- Data Specialist

**Reports to:** Donor Relations Manager

**Job Location:** The Loyola School Development Office

**Start Date:** March 04, 2024

**Job Type:**  Full-time  Part-time  Independent Contractor  Intern

**# of Hours:** 4-8 Hours per week- Hybrid

## JOB DESCRIPTION

The Loyola School Development Office is recruiting volunteers to provide support and assistance for the collection of data, while compiling a list of prospects via an excel spreadsheet to aid in the launch of a new outreach campaign commencing in March 2024. Volunteers will participate in a variety of tasks to research, input, and do a thorough review for the accuracy and completeness of all data compiled. This will be a part-time 4-8 unpaid flexible and hybrid position per week.

## RESPONSIBILITIES AND DUTIES

- Analyze and extrapolate data
- Collection and entry of data
- Research information
- Work well with others

## QUALIFICATIONS / REQUIREMENTS

- Effective communication skills;
- Work independently
- Time management skills
- Personable and professional
- Dependable
- Organized
- Observe safety regulations
- Works well with others