



Sierra Harvest Volunteer Opportunity 2022

Data Entry Office Support

Position Overview and Impact: Volunteer at the Sierra Harvest office and be a vital part of our local food movement. Help our program managers connect with the community, stay organized and up to date. Our community grows stronger the more we work together. One of the greatest gifts you can give is your time.

Sierra Harvest is looking for data entry volunteers to assist with maintaining our database. Your experience and support will help our team focus on programs and development, while providing them easy access to up to date information.

- Computer savvy and experience in excel.
- Transfer data from hard copy to a digital database
- Update and create records in database
- Input, organize and import excel spreadsheet
- Review data for deficiencies or errors
- Sort and organize paperwork
- Accurate and detail oriented
- Understand the importance of working with confidential information

Location: Sierra Harvest office at 313 Railroad Avenue, Suite 201, Nevada City

Staff Contact: Crystal Dossman at Crystal@sierraharvest.org

Time/Date: Flexible business hours: Let us know what works best for you

Time Commitment: 2 to 3 hours weekly

Qualifications and Skills Required: Tech Savvy and easily navigate website forms, detail oriented, professional communications skills, data entry, sorting and filing are all helpful

Benefits of Volunteering: Spending your time to work towards a vision you share is an award in itself. Understanding that your skills make a positive impact of our communities' access to fresh and local foods in every demographic. Gain new skills, meet new friends, and have fun doing it! Even the smallest tasks make a big impact.

Sierra Harvest's mission is transforming lives and strengthening community through fresh, local, seasonal food.