

NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

Data Management Volunteer

ABOUT THE ORGANIZATION:

The National Law Center on Homelessness & Poverty (the “Law Center”) is an innovative, ambitious, and high-impact organization with a strong track record of successful advocacy. Established in 1989, the Law Center is the only national legal advocacy organization dedicated solely to using the power of the law to end and prevent homelessness in the United States. Based in Washington, DC, the Law Center works with groups across the country, as well as a large network of pro bono lawyers, to reform law and policy to protect the rights and dignity of homeless Americans and to advance systemic solutions to homelessness. The Law Center has won education rights for homeless children, secured housing rights for domestic violence survivors, enforced laws that convert surplus federal property to housing and services, and protected and advanced the civil and human rights of homeless people.

OVERVIEW:

The Law Center is looking for a smart, motivated, and results-driven data management volunteer to strengthen the organization and prepare it for future growth. Reporting to the Operations Manager, the volunteer will be responsible for managing data that will be critical to furthering the organization’s mission and assisting fundraising efforts. This unpaid position requires a commitment of at least 5-10 hours per week.

The ideal candidate will have strong analytical and organizational skills, an eye for detail and accuracy, and the ability to meet deadlines. Experience and comfort with Microsoft Office, databases, and office technology is required. Enthusiasm and passion for the Law Center’s mission, and/or experience working with grassroots organizing and advocacy organizations a plus.

SPECIFIC RESPONSIBILITIES:

- Manage inventory of paper files and their transition to digital format
- Support redesign of the organization’s server and implementation of naming conventions
- Assist staff in the tracking of program activities
- Research news articles relevant to the Law Center’s work and input data in Access Database
- Assist in the editing of the Law Center’s social media pages and the Housing Not Handcuffs newsletter
- Inventory and upload Law Center publications

HOW TO APPLY:

To apply, send a cover letter, resume, and availability to Heidi Sahmel at HR@nlchp.org. In the subject line of your email, please note that you are applying for the "Fall 2018 Data Management Volunteer Position". **No phone calls, please.** Due to the high volume of applications, NLCHP will not accept phone calls about the position and does not notify applicants of status except when an interview is granted.

The Law Center is an equal opportunity and affirmative action employer. Racial, ethnic, religious, and sexual minorities and persons with disabilities are encouraged to apply.

Applications deadline: Until filled.