



HIRED

1200 Plymouth Avenue North · Minneapolis, MN 55411
TEL 612-529-3342 · FAX 612-529-7131 · www.HIRED.org

HIRED Volunteer Position Description

Location:

Griggs Midway Building
1821 University Ave, Suite N-261
St. Paul, MN 55104

Site Contact:

John Klem, Program Manager
651.999.5670
John.Klem@HIRED.org

Position Title:

Data Entry Volunteer

Duties and Responsibilities:

The Data Entry Volunteer assists with general office tasks. These tasks typically include:

- Document organization, management and filing
- Data entry
- Copying, faxing, preparing posters, flyers and brochures

Volunteers may also assist during classes or workshops and other activities to support clients' job-seeking.

Time Commitment and Schedule:

This volunteer position requires a commitment of 4 hours per week. The work will be conducted in the HIRED office during regular business hours.

Required Skills:

This volunteer position requires excellent communication skills, basic computer skills (Microsoft Office programs) and an ability to establish rapport while maintaining professional boundaries.

Background Check, Orientation and Training:

This volunteer position requires a criminal background check. HIRED will provide appropriate orientation and training, and a volunteer resource handbook.

To Apply:

Interested volunteers may download the HIRED Volunteer Application form and send the completed form to:

Amy Barwick, Human Resources Director
HIRED
1200 Plymouth Avenue North
Minneapolis, MN 55411
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Amy.Barwick@HIRED.org