

Data Entry Volunteer

The Organization

Thank you for your interest in volunteering at Centre for Sexuality. The Centre for Sexuality normalizes sexuality and sexual health in Alberta and across Canada by providing evidence-informed, non-judgmental sexual health programs and services. Our work is community-based, prevention-focused, and nationally recognized. We have been leading the way in the areas of sexuality, healthy relationships, human rights, gender identity, sexual orientation, equality, and consent for over 50 years in the Calgary community. Volunteers have always played an essential role at the Centre, helping with programs, events and countless important behind-the-scenes tasks.

About the Role

The Data Entry Volunteers will play a vital role in the organization. Entering program participant's surveys into our digital database. These Surveys help the Centre for Sexuality evaluate the effectiveness of our programs and make improvements. The results of these surveys make a significant part of the reporting to our donors, helping to keep funding in place for programs. This is an essential and time-sensitive task, this is why we ask Data Entry Volunteers to commit to weekly shifts.

Skills and Knowledge Requirements

- Attention to detail
- Ability to work independently
- Pro-Choice Philosophy
- Comfort with 2SLGBTQ+ topics, reproductive health issues, and HIV/STI topics.
- Basic computer skills
- Be committed to confidentiality and respect for the sensitive nature of the content

Time Commitment: Two 3-hour shifts or three 2-hour shifts in a month, in the office, Monday-Friday, 9:00am-5:00pm, evening shifts are available Wednesdays and Thursdays, 5:00pm-7:00pm. We ask for a minimum commitment of three months.

Training: All positions involve an agency orientation and ongoing training sessions as well as opportunities to take part in additional workshops and learning opportunities. New Data Entry Volunteers are required to attend a 2.5 hour training/ orientation.