



## **Volunteer Opportunity – Data Entry Officer**

**Licensed to Learn** is seeking a volunteer to help data enter student surveys and donor information and conduct analysis.

We are recruiting volunteers who have experience with data entry or are looking to further hone their skills, tackling a new project to help a youth non-profit better serve students with accurate data and analysis.

### **Who are we looking for?**

- Previous experience entering data from student surveys, donor records & receipts, and experience conducting analysis of data sets is an asset.
- Passionate about education and helping young people succeed in school and build leadership skills.
- Experience with Microsoft Excel is essential, experience working with Nationbuilder is an asset.
- Excellent written communication skills.
- Available for weekly check-in meetings online or over the phone with L2L staff.
- We aim to represent and inspire the wide communities of youth that we serve! We strongly encourage anyone who identifies as a woman or gender-fluid, a person of colour, Indigenous, or disabled, as well as anyone with lived experience of being a newcomer or refugee, to join us!

### **What are the responsibilities?**

- Data enter student survey results into excel spreadsheet and conduct statistical analysis of data set once complete
- Update donor records and enter donation data into database (Nationbuilder)

### **What is the commitment?**

- Approximately 2-4 hours per week from May 2018 to July 2018: ***Not available for the entire duration of the project, but would still like to be considered? We'd still love to hear from you!***

### **What will you gain?**

- The chance to build your skills by helping to compile and analyze critical program evaluation data.
- The chance to develop proficiency and familiarity with database (Nationbuilder)
- The chance to advance a youth serving organization and enhance impact on student participants.

### **Interested?**

Please email [jguy-herman@L2L.ca](mailto:jguy-herman@L2L.ca) with a short statement about why you are interested and what you would like to bring to the table, and we will set up a time to chat further.

### **About Licensed to Learn:**

**Licensed to Learn (L2L)** is a charitable organization dedicated to helping children and youth excel in school and beyond. Through our mentorship and tutoring programs, L2L reaches more than 3,500 children in schools throughout Toronto and the Greater Toronto area with free, student-led academic support and leadership opportunities. For more information, please visit [www.L2L.ca](http://www.L2L.ca)