



**Position Title:** Data Entry Volunteer

**Supervised by:** Donor Relationship Manager

**Job Duties:** Database Entry (Salesforce)  
Assist in online database (Classy)  
Acknowledgement Letters

**Qualifications:** Detail orientated, accurate and organized  
Ability to work independently as well as a team member  
Excellent analysis and verbal communication skills  
Ability to handle multiple tasks and meet deadlines  
Experience with database management and entry a plus

**Compensation:** This is a volunteer position. Hours will occur Monday-Friday and will take place at our office in Seattle. Days and time in office flexible.

**To Apply:** Please send as cover letter and resume to Rhonda Watt with Special Olympics Washington at: [rwatt@sowa.org](mailto:rwatt@sowa.org).

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