

## **Volunteer Opportunity**

Available 24/7

No

Intake Contact

Staff

Intake Contact Email

info@seniornavigator.org

Intake Process

Call or email the office.

Intake Contact Telephone

(804) 525-7728 x80452

Provider Refer

No

Report Problems

Call the Agency

Self Refer

No

VirginiaNavigator

<https://www.virginiannavigator.org>

<http://virginiannavigator.org/about-our-family-websites>

<https://www.facebook.com/VirginiaNavigator/>

Main

(804) 525-7728

Toll-Free

(866) 393-0957

Phone Emergency

(804) 525-7728

1500 Forest Avenue

Suite 201

23229 VA

United States

Fee Structure

No Fee

Languages Spoken

## English

We are seeking individuals in a volunteer capacity to add and update information in the VirginiaNavigator family of websites database.

This position is ideal for a detailed and results-oriented individual who enjoys varied tasks, using the computer and telephone contact. Responsibilities would include:

- Entering information on new service providers and updating information on existing providers using surveys, phone or email contacts, and third-party resources.
- Reviewing information added or changed by service providers and editing according to style guidelines for grammar and spelling accuracy.
- Contacting service providers by phone, email, or postal mail to add or update information in the database.

Volunteers interested in the Data Specialist position should have:

- Strong oral and written language skills and editing ability
- Excellent customer service skills - especially phone communications
- Knowledge of health and human services programs and language is helpful, but not necessary
- Intermediate level skills with Microsoft Office products - especially Excel and Word

Flexible hours and training provided. If you meet these requirements and are interested in the position, please contact Kim Tarantino at [866-393-0957](tel:866-393-0957) or [kim@virginiannavigator.org](mailto:kim@virginiannavigator.org).

Service Area(s)

Statewide

Email

[info@virginiannavigator.org](mailto:info@virginiannavigator.org)