



Volunteer Role Open: Data Entry Specialist



©Esmé Barniskis

The Nature Conservancy in Indiana is looking for a dedicated volunteer to be the backbone of support for the volunteer program by handling data entry. If you enjoy supporting nature from the comforts of a desk and are detail oriented, this is an excellent volunteer opportunity for you!

The **Data Entry Specialist** will process volunteer service records into our global database. Your assistance will help TNC centralize its volunteer program in Indiana, create more searchable records for more staff to access, and help the volunteer program run more efficiently.

Time Commitment: 2-5 hours weekly

Day of Week: Mondays or Tuesdays

Location: Indianapolis office

The volunteer will get to learn a new CRM database skill, network with TNC staff, and add much appreciated support to our Inspiring People for Nature volunteer program.

Duties may include:

- Uploading batches of volunteer service hours records into our CRM database
- Creating volunteer profiles in our database and linking to current volunteer waivers
- Sorting and organizing volunteer service records
- Adding volunteer hours to service tracking documents
- Decoding handwritten emails for newsletter signups and digitizing them

Desired experience or background:

- Capable with essential computer tools and technology
- Strong attention to detail even when handling repetitive materials
- Able to take direction and self-motivate
- Comfortable working independently

If you are interested in contributing your time and skills, please contact Esmé Barniskis at esme.barniskis@tnc.org.



To learn more about other volunteer opportunities, visit our [website](#).

The Nature Conservancy is an Equal Opportunity Employer.

Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of all genders, diverse backgrounds, beliefs, and culture. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority, and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.

