



## **Data Entry Operator - Volunteering Opportunity**

**Reference: #V-DE01**

The Office for Refugees, Archdiocese of Toronto (ORAT), is seeking talented volunteers to update and maintain information in our database and computer systems (MS Excel). Responsibilities include collecting and entering data, ensuring for an accurate record of client information. Ideal candidates have essential data entry skills, including the ability to type fast with an eye for detail and familiarity with spreadsheets and PDF forms.

### **General Requirements:**

- Must be at least 18 years old;
- Ability to work independently and reliably is essential;
- Excellent attention to detail;
- Proficiency in using MS Office Programs (Excel, Word, Outlook);
- Proficiency in creating and handling PDF documents;
- Some knowledge of database management is an asset;
- Able to communicate in French and/or Arabic is an asset.

### **Time Commitment Required**

Potential volunteers are asked to communicate their availability. We are flexible in accommodating varying schedules but require roughly 7 hours per week. Office hours are Monday to Friday (9:00am – 5:00pm).

### **Number of positions available: 3**

If you are interested, please send your resume to the Resettlement Educator at [halgebraeel@archtoronto.org](mailto:halgebraeel@archtoronto.org)