



# Volunteering with WomenVenture

## CRM DATA ENTRY VOLUNTEER

Ensure the integrity and accuracy of client business data stored in our customer relationship management (CRM) system to help WomenVenture improve our ability to report on, contact, and promote our client's businesses. This volunteer opportunity is virtual.

### Data Audit

- Using provided tools and resources to review records in CRM system to identify missing and incomplete/ out-of-date records

### Data Correction

- Update records in CRM with the most current info
- Merge any duplicate records in the system
- Use provided tools and research tools to find the most current data for our records

### Expectation/Requirement:

- Complete a virtual introduction with the WomenVenture team to review the project
- Access to a computer and internet service

### Preferred Skills and Experience:

- Proficiency in Microsoft Office, especially Excel
- High attention to detail and accuracy
- Interest in learning how to utilize a CRM system

### What You Gain:

- Experience with the Microsoft CRM platform
- Recognition at WomenVenture events and in our annual impact report
- Resume-building opportunities

**Time Commitment:** 2-10 hours, hours are flexible