

CATHOLIC CHARITIES
DIOCESE OF ALLENTOWN
VOLUNTEER POSITION DESCRIPTION

Title: Data Entry/Typist.

Duties: Enter data on computer (including the Internet) and on typewriter

Location: 530 Union Boulevard, Allentown, PA 18109

Length of commitment: This is a one-time task over a period of perhaps two to four weeks. Total estimated time is about 15 – 30 hours. Much depends on the speed and accuracy of the typist.

Skills/qualifications sought: Accuracy is a must, along with the ability to use both standard typewriter and computer.

Special Requirements: None

Responsibilities of Volunteer: Enter resume and credential data on standard forms of different insurance companies. Must coordinate efforts with the departmental secretary.

Benefits: Our deep appreciation.

Department: Counseling and Behavioral Health

Contact Person:

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