



TITLE: Documentation Specialist

REPORTS TO: Director of the Office of Research and Organizational Performance

EMPLOYMENT STATUS: Volunteer

BACKGROUND:

Our Piece of the Pie® (OPP®) is a nonprofit dedicated to helping 14 to 24 year-old urban youth become economically independent adults. OPP's unique model is centered around the personal and consistent relationship developed between each youth and a caring, committed adult staff member which helps youth overcome barriers, access support services within the best practices of Youth Development, Academics, and Job Readiness, and to achieve the goals of high school graduation, a postsecondary credential and meaningful employment. Founded in 1975, OPP provided community- and high school-based programs to 1,700+ young people in Connecticut last year. For more information, visit www.OPP.org.

SUMMARY OF POSITION:

The volunteer Documentation Specialist will help document OPP programs and computer applications.

DESCRIPTION OF DUTIES

- Reviewing and revising existing documentation
- Creating new documentation, as needed

QUALIFICATIONS

- Be comfortable around computer applications
- Have very good written and verbal communication skills
- Have good attention to detail
- Be able to pass a background check and be willing to sign a non-disclosure agreement
- Have good Excel skills to sort and filter data
- Either be proficient in editing Wikis, or be willing to develop this proficiency
- Should be available approximately 16 hours per week
- Retired professionals who have good attention to detail
- Social science students who are looking to get exposure to non-profit program and data management