Volunteer Job Description
Data Entry Assistant

Position Description:
- [CommonWord](#) and [Together in Worship](#) share a single database and provide free digital Anabaptist worship resources to congregations.
- CommonWord is looking for assistance with the editing, formatting, and cataloguing of *Community Developed* resources that congregations and friends of CommonWord/Together in Worship have submitted.
- Volunteers will work from home and be part of a virtual team with other data entry assistants.

Main Tasks and Responsibilities:
- Copy-edit short and longer worship items (e.g., music, prayers, dramas, visuals, etc.)
- Format materials to align with Together in Worship/CommonWord style sheets and templates
- Catalogue materials according to CommonWord/Together in Worship protocols
- Regularly check-in with other volunteers and supervisor

Skill Requirements:
- Understanding of the mission of CommonWord and Together in Worship
- General computer literacy and ability to learn a new software program
- Written communication and literary skills
- Familiarity with Mennonite practices of worship

Other Requirements:
- Access to a home computer with free LibreOffice software
- Ability to work from home, with access to email and online communication platforms (e.g., Zoom)

Training and Skill Development:
- Initial library software training, including formatting and cataloguing procedures
- Regular connection with supervisor and wider team of volunteer data entry assistants.

Time Commitment:
- Attendance at training sessions, and regular volunteer meetings
- Flexible hours, with a target of 2-3 hours/week minimum.
- Initial commitment of 6 months with the hope of renewal

Applications:
- For print application – https://www.commonword.ca/go/2882
- For online application – https://www.commonword.ca/go/2883
- Application deadline: May 1, 2022

CommonWord is a collaboration of **Mennonite Church Canada** and **Canadian Mennonite University**