



- Position Title:** Evaluation Data-Entry Volunteer
- Work Location:** Sitka Center for Art and Ecology, 56605 Sitka Drive, Otis, OR 97368  
We're located in the pristine area of Cascade Head just north of Lincoln City.
- Purpose of the Position:** If you delight in the rhythm of entering data, this position is for you. Evaluation forms we receive from our students and instructors help shape our future activities. At the end of each workshop, we collect them and enter them into our database system.
- Responsibilities:** Enter the data from the student and instructor evaluation forms on a weekly or bi-weekly basis.
- Qualifications:** Knowledge of, or desire to learn, data-entry in Filemaker database software program. Good keyboarding/typing skills needed too.
- Commitment Expected:** Approximately 4 hours per week. Late May to the end of September.
- Training:** We will train you on entering data into the Filemaker database software.
- Physical Requirement:** You'll be sitting in a chair, using computer keyboard.
- Sitka Volunteer Contact:** If this position tickles your fancy, please contact Jalene Case at (541) 994-5485 or email [jalenecase@sitkacenter.org](mailto:jalenecase@sitkacenter.org).
- To learn more about us, please visit [www.sitkacenter.org](http://www.sitkacenter.org).

*Thank you for your interest in the Sitka Center for Art and Ecology!*