



volunteer position description: file archiving volunteer (compensated)

organization information

Position Title: File Archiving Volunteer

Location: Whatcom County

Reports to: Director of Learning & Impact

Hours: 8-10 hours per week, 10–12-week commitment

Stipend: \$750.00

Women, people of color, transgender individuals, and members of other underrepresented communities are strongly encouraged to apply.

Mission: At Northwest Youth Services, we affirm youth experience and autonomy, as we work together to foster collective healing and justice, in order to dismantle the systems of oppression that perpetuate youth homelessness.

Core Values:

Community – We promote interdependence and recognize that everybody needs a community to thrive. We know that we are stronger together.

Justice & Liberation - We believe that it is critical to acknowledge, name, and actively work to dismantle the historic systems and societal structures that fuel crisis and poverty.

Humanity - We work with respect and compassion for each other and believe that everyone deserves to belong: to be safe, heard, and valued.

Accountability – We believe that no one is done learning; as a community we hold each other to a high standard, and work to educate, grow and heal together.

Vision: Guided by our core values and commitment to becoming an Anti-Racist organization, Northwest Youth Services envisions a community in which all young people are seen as catalysts in creating a just and liberated society that supports each of our unique journeys through life.

position summary

This position supports the Data Team at Northwest Youth Services (NWYS) by archiving client files into electronic files. This position will use many basic office software, including scanner/printer to scan physical files, Adobe to edit and organize scanned files, and Excel to track progress. This internship opportunity will focus on learning a variety of organizational tasks to enhance your administrative skills; this will include regular skills assessment with the Data Analytics & Reporting Manager. School credit may be obtained for this internship and will be discussed at the time of interview.



key responsibilities

- Organize and prepare physical files for archiving;
- Scan physical files, ensuring accuracy and readability of all scans;
- Complete checklist for each file;
- Create electronic files;
- Use Adobe to create and modify electronic files;
- Develop understanding of file organization and of different NWYS programs/services;
- Use Excel to document progress;
- Maintain confidentiality and HIPAA compliance;
- Engage in ongoing learning to complete work; and
- Meet regularly with supervisor to assess support and monitor progress.

qualifications

Minimum Qualifications:

- Passion for NWYS mission;
- Must be honest and respectful to client confidentiality;
- Must possess careful attention to detail and strong organizational skills;
- Good communication skills and ability to work as a team;
- Willingness to complete repetitive tasks;
- Ability to work independently;
- Must be willing to complete HIPAA Compliance training;
- Must be 18 years or older;
- Requires full COVID vaccination by January 18, 2022 (may consider accommodation for medical or religious reasons); and
- Requires background check.

Preferred Qualifications:

- Knowledge of basic office software including Outlook, Adobe, and Excel;
- Familiarity with office equipment including printer, scanner, and fax machines.

Northwest Youth Services is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status. Alumni of foster care and those who have experienced youth homelessness are encouraged to apply.

