



Volunteer Opportunity

Photo Archive Assistant

Duties Include:

- Maintaining photo database spreadsheet
- Reconciling photos against consent forms
- Processing new photos into the Archive
- Interacting with staff regarding photo information

Required Experience:

- PC computer experience
- Typing skills
- Attention to detail
- Working as part of a team
- Comfortable with MS Word and Excel
- Ability to follow instructions

Preferred Experience:

- Photo archiving