OVERVIEW

Friends of Henderson Libraries (FOHL) is an all-volunteer non-profit that supports the programs and services of the Henderson Libraries through fundraising and volunteers.

Roles and Responsibilities
FOHL uses a Microsoft Access database to track FOHL members, volunteers (locations and hours worked) and donors. The current database functions & report capabilities need to be increased along with additional data elements added for more specific sorting.

You will work with a volunteer from FOHL at the Paseo Verde Library (280 S Green Valley Pkwy, Henderson, NV 89012) dedicated FOHL computer.

 Volunteer will discuss outcomes desired so that the current database can be improved for increased functionality. Work hours will be flexible based on mutually convenient time for applicant, FOHL volunteer, and hours that library office is open (mainly M-F)

Education and Qualifications
- Must be proficient in creating and modifying Microsoft Access databases, creating report functions and linking with outside functions (such as creating email list, etc, from data).
- Need to improve database input interface so that future volunteers will be able to input and pull reports with little experience in databases.

How to Apply
Please submit cover letter and application with your experience and skills as they pertain to the above described job opportunity, using MS Word and/or pdf format.

Deadline for application: Must be sent via email not later than January 7, 2019.
Send to both of these emails: bl2018fohl@gmail.com and vallarcl@aol.com