



Case Analyst Assistant

Volunteer Position Description

- Purpose:** The Center maintains a computerized file of all tracing cases. This file contains information of vital importance to the tracing efforts; therefore, data integrity is of the utmost importance. The position is responsible for entering data in an accurate and complete manner and for maintaining data integrity.
- Description of Duties:**
- Responsible for updating involvement statuses in database
 - Responsible for entering activities into database and maintaining integrity of data (reviewing for entry error).
 - Will assist caseworkers and program manager as required in pulling/filing case records. Will assist in maintaining order of files.
- Qualifications:**
- Good typing skills required; accuracy more important than speed
 - Comfort with or willingness to learn basic database skills
 - Able to assist in maintaining file system for case records
- Time Commitment:** Minimum—4 hours per day, 1 day per week, M-F
- Orientation/Training:** Training provided onsite as needed
- Benefits to Volunteer:**
- Experience in database systems
 - Unique opportunity to learn about WWII
 - Be part of an internationally respected organization
- Location:** Central Maryland Chapter
- Supervisors:** Tracing Coordinator
- Please contact:** Department of Human Resources and Volunteers
(410) 624-2020
Volunteers@arc-cmc.org
- American Red Cross
Central Maryland Chapter
4800 Mt. Hope Drive
Baltimore, MD 21215
www.redcross-cmd.org

The mission of the American Red Cross is to provide relief to victims of disasters and help people prevent, prepare for, and respond to emergencies.