

Independent Living Services

Volunteering

P.O. Box 1070
Conway, Arkansas 72033

phone: 501-329-8249
fax: 501-548-6432

COMPUTER SERVICES: DATA ENTRY/ WORD PROCESSING

Description

Volunteers will assist in the collaboration, conversion and processing of digital information to increase the effectiveness and consistency of information systems.

Time Commitment

1 hour minimum.

Location

Independent Living Services main offices and the Profiles Enrichment Center.

Requirements/ Experience

All volunteers must be 18 years of age or older.

Preference will be given to volunteers proficient in the following areas:

Microsoft Word, Excel, file saving, file converting, etc.

Our Mission

Independent Living Services is a nonprofit agency whose purpose is to assist in making a better life possible for people with developmental and intellectual disabilities in central Arkansas. Independent Living Services recognizes each person as different and provides an array of services to best meet individual needs and maximize choice.

For more information on volunteer opportunities please visit www.indliving.org.

