



Homeowner Services Data Entry Project Volunteer

Supervisor and Department: Director of Data Administration, Business Solutions

Purpose or Overview: Habitat Metro Denver is creating a full database of all the homes we have built/modified and their associated buyers, restrictions, and sales to facilitate resales, reporting, and strategy. Documents currently live in a variety of locations and will be added to a centralized document library before the information they contain is entered into the database. Project volunteers will systematically move documents to the digital library, catalog them with “tags,” and enter the information they contain into the database.

Major Responsibilities:

- Document Library
 - Copy files from different SharePoint locations into one central Document Library.
 - Assess documents for identifying information such as closing date, borrower, project, etc.
 - Add this information about the document to its metadata columns (like an Excel spreadsheet) to make it easy to find.
- Database Entry
 - Check to see if the information in the document has been entered completely and accurately in the database.
 - Create/link new database records and enter all key information gleaned from the document.

Time Commitment:

- Minimum of 4 hours per week, with the possibility to come in for longer periods of time and/or multiple days a week.
- This project is set to be completed at the end of the fiscal year (June 30, 2027). There is potential for ongoing work.

Qualifications:

- Exceptional attention to detail
- Comfortable with technology
- Ability to handle sensitive information and maintain strict confidentiality
- Interest in mortgage origination and/or servicing (experience preferred)
- Ability to sit for extended periods of time
- Experience with Habitat preferred

Training: After onboarding, the Director of Data Administration will provide training for volunteers to learn about the system and process. Additional training will be provided as needed.

Service Location: Habitat Metro Denver Headquarters (430 S Navajo St, Denver, CO 80223), with remote option available.

Impact: As Habitat Metro Denver continues to grow, the ability for staff to quickly locate complete and reliable information about our properties, buyers, sales, and restrictions is imperative. Centralizing and standardizing this information will help decrease staff time spent finding information and increase customer satisfaction for our homeowners, grantors, and community partners.