



VOLUNTEER JOB ANNOUNCEMENT

POSITION: Volunteer: Data Entry

To apply, please fill out the volunteer application: <http://bit.ly/Densho-VolunteerApplication> and send your resume (Word, PDF, or Plain text) to volunteer@densho.org. All applications will be held in confidence. All submissions and questions should be sent via email -- please no phone inquiries.

Densho is seeking volunteers to help with transcribing large amounts of printed data into Excel spreadsheets. We are digitizing the Final Accountability Rosters, records of Japanese Americans held at the ten War Relocation Authority camps during World War II. Work to be done remotely, and training included.

Time Commitment:

- Minimum 4 hours per week

Description of Position Responsibilities:

- Accurately transcribe data from printed pages to an Excel spreadsheet
- Receive scans of rosters pages in PDF format
- Email completed Excel spreadsheets to Densho staff

Skills and Requirements:

- Work to be done remotely
- Software requirements: Microsoft Excel and a PDF reader
- Accurate typing and spelling ability
- Detail-oriented
- Ability to look at a screen for extended periods

This volunteer position is for a project funded by a grant from the Department of the Interior, National Park Service, Japanese American Confinement Sites Grant Program.