



## Volunteer Mailing List Worker

### Role:

- Research and compile a database of addresses for a mailing list for the advice service
- Enter the information in the database

### Skills needed:

- Computer literacy
- Ability to maintain confidentiality

### Commitment:

- A minimum of half a day a week for an agreed period of time.

### Support offered:

- On-the-job training
- Regular supervision

If you are interested in applying to volunteer for this position, please call us on 020 7359 6242 and ask to speak to Debbie Gold.