



Volunteer Application Support Specialist

The Application Support Specialist is a volunteer position responsible for entering grantee application data into the Ray of Hope applicant database. Each month, the Ray of Hope Cancer Foundation receives more than 70 handwritten applications for assistance. Applications must be transferred into an electronic database to ensure proper record keeping as well as data collection.

Timing & Commitment

- Monthly commitment of 5 to 8 hours
- Volunteering will take place between 9am and 5pm, Monday through Friday
- Exact timing to be scheduled with Ray of Hope staff

Location

- 3455 Ringsby Court #111 Denver, CO 80216

Duties

- Enter application information into the grant database
- Review entered data for accuracy
- Identify grantee stories to be shared with foundation supporters and used in marketing materials

Required Skills

- Comfort using a laptop computer
- High attention to detail
- Confidentiality and respect for applicants

Benefits

- Satisfaction of helping to ensure Colorado individuals and families affected by cancer receive financial support in their time of need
- Connections and collaboration with the Ray of Hope community
- Participation in volunteer appreciation events

To volunteer as an Application Support Specialist please complete the [Ray of Hope Cancer Foundation's Volunteer Application](#).