1.Position/function: Documentation Coordinator

2. Duties: maintain Helping Hands documentation in accord with established standards; facilitate access to documentation as needed; review existing documentation and adjust, where appropriate, to bring into line with current HH practices; assist troubleshooting efforts

3. Tools: Microsoft Word, Microsoft Excel, Microsoft One Drive

4. Key Relationships: BOD Vice-President, IT coordinator, Coordinator Lead

5.Processes/Notes: Helping Hands Procedures Table of Contents.docx (and .pdf)