

## ONGOING VOLUNTEER JOB OPPORTUNITY

**JOB TITLE:** Community Profile Assistant

**EXPECTED DUTIES:** Assists in Updating the Official City of Mount Vernon Community Profile Document

**QUALIFICATIONS:** Basic Knowledge of office administration, computers, office automation equipment. Basic knowledge of research and analysis to locate and input up to date information into an updated Community Profile Document

**TIME COMMITMENT:** 1-2 hours per week for 6 months or longer

**BENEFIT TO CITY:** Helps city improve its posture for attracting business and commerce, and new residents.

**HOW TO APPLY:** Fill out the Community & Economic Development volunteer application and return it to the CED Volunteer Coordinator. For more information contact Krista at 336-6214 or [kristaj@mountvernonwa.gov](mailto:kristaj@mountvernonwa.gov)