



## **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, and 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 Development Services volunteer application and return it to the Development Services Department. For more information contact Director Chris Phillips at 336-6214 or [cphillips@mountvernonwa.gov](mailto:cphillips@mountvernonwa.gov)