



5715 S. Broadway
 Los Angeles, CA 90037
 323-948-0444

HOPICS Volunteer Opportunities

Volunteer Name	Days	Hours each Week	End Date	Description of Volunteer Duties	Supervisor	Contact Information
Data Entry Assistant	Open M-F	Open	Open	Client Data Entry into Database	Carlos Moran	323-948-0418 cmoran@hopics.org
Administrative Support	Open M-F	Open	Open	Administrative and clerical support.	Carlos Moran	323-948-0418 cmoran@hopics.org
IT Personnel	Open M-F	10 hours	Open	IT Troubleshooting, Data Entry, Computer Lab Support	Brandon Truong	323-948-0406 btruong@hopics.org
Clerical Support/ Program Administration	Open M-F	4 hours	Open	-Clerical support (phones, filing, coping, data entry ect.) -Client call-backs (pre-eligibility assessments)	Kelvin Driscoll	323-432-4396 kdriscoll@hopics.org