



**AGENCY Software**  
a data system that puts you in control

[www.agency-software.org](http://www.agency-software.org)  
[info@agency-software.org](mailto:info@agency-software.org)  
(253) 245-3801

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## **Volunteer Opportunity: Documentation Manager**

### **Position Summary**

AGENCY Software has extensive features and functionality, but the existing documentation is extremely minimal, and is a hindrance to others assessing and making use of the software. The Documentation Manager will work to increase the amount and improve the quality of available documentation. This position will work in conjunction with the Project Leader, but will have a wide amount of latitude in a target-rich environment.

### **Specific Responsibilities**

- Assess and review existing documentation
- Identify areas needing improvement
- Use the software as a basis for documenting user functionality
- Monitor the mailing list to identify new & changed features, and to ensure that is reflected in the documentation;
- Answer user questions on the mailing list
- Other duties as assigned or appropriate

### **Requirements**

- Good writing skills
- Previous technical writing experience preferred, but not required
- Familiarity with computers & applications
- Highly organized and willing to work independently
- Non-profit experience preferred, but not required

### **About AGENCY Software**

AGENCY is a Free Software data system for non-profits, and especially suited to social service organizations. It is designed to help agencies store and manage their data, facilitate operations and oversight, increase communication and enable the collaborative delivery of service. AGENCY aims to become a project that is collaboratively developed, maintained and improved by non-profits, allowing the sharing of best practices and reductions in software costs. More information is available at [www.agency-software.org](http://www.agency-software.org).

### **Application Process**

To inquire about or apply for this position, please send a resume and letter of interest to [info@agency-software.org](mailto:info@agency-software.org).



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## Volunteer Opportunity: Application Graphic Designer

### Position Summary

AGENCY Software has been created and developed by people who are programmers, but not graphic designers. A modest amount of CSS styling could greatly improve the appearance of the software. The Application Graphic Designer will work to make AGENCY look better, by creating and applying CSS, and working towards a consistent overall style. The Application Graphic Designer will work with the Project Leader to create and change structure, elements, etc. as needed.

### Specific Responsibilities

- Use the software and assess its current appearance
- Identify areas needing improvement
- Work to create new styling and organize existing styling
- Work with developers to change code as needed
- Other duties as assigned or appropriate

### Requirements

- Previous experience with website design and CSS
- Good eye for appearance and design
- Previous experience styling a software application preferred but not required
- Highly organized and willing to work independently
- Non-profit experience preferred, but not required

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