



Data Entry Specialist Job Description

Part-time Position (20 to 25 hours per week)

Reports To: Data Team Manager

Organization Membership: Support Team

Starting Compensation Range: \$12-\$15

OVERVIEW

As a Data Entry Specialist, you will play a crucial role in maintaining and updating the accuracy of our organization's databases and information systems. You will be responsible for entering, updating, and verifying data to ensure its integrity and reliability. Attention to detail, accuracy, and efficiency are paramount in this role. This role will be heavily involved with all projects that Big Buddy manages; requiring a high-level of cross-collaboration with other departments such as Mentoring, Finance, Workforce Development, Fundraising, and Extended Learning Academy.

ESSENTIAL FUNCTIONS/KEY RESPONSIBILITIES

- **Data Entry:** Inputting, updating, and maintaining accurate data into various databases and information management systems.
- **Data Verification:** Reviewing and verifying the accuracy of data entered into systems to ensure consistency and completeness.
- **Data Cleansing:** Identifying and rectifying any discrepancies or errors in data to maintain data integrity.
- **Quality Assurance:** Conducting regular checks on data to ensure compliance with established standards and protocols.
- **Documentation:** Maintaining detailed records of data entry activities, including any updates or modifications made to the database.
- **Timeliness:** Meeting established deadlines for data entry tasks to ensure timely completion of projects and reports.
- **Collaboration:** Working closely with other team members, including data analysts, administrators, and managers, to support data-related initiatives and projects.
- **Adherence to Procedures:** Following established procedures and guidelines for data entry and management to ensure consistency and accuracy.
- **Confidentiality:** Handling sensitive information with the utmost confidentiality and adhering to data protection regulations and policies.
- **Continuous Improvement:** Proactively identifying opportunities to streamline data entry processes and improve efficiency.

OTHER JOB DUTIES



- Provides data entry regarding Scholar participation, approval on completion of success projects, Scholar evaluations and notes related to individual performance.
- Serve on special project and event planning committees for program and agency events.
- Collaborate effectively with team members to implement successful events and projects.
- Accepts all other duties as assigned by the Program Director or Program Manager which promotes the mission of the organization.

JOB QUALIFICATIONS

The ideal candidate is a team player, action-oriented, hands-on individual who has an interest in developing in the non-profit sector.

- Proficiency in data entry and information management systems.
- Excellent typing speed and accuracy.
- Strong attention to detail and accuracy.
- Ability to work independently with minimal supervision.
- Effective time management and organizational skills.
- Familiarity with data entry software and tools.
- Prior experience in a similar role may be advantageous.
- Bachelor's degree, minimum 3 years' experience, or relevant certification may be preferred but not always required.
- Ability to think creatively and collaboratively and is excited about the opportunity to work in a high-paced, youth-focused organization.
- Willingness to support activities that require periodic work on evenings and weekends based on the agency's events calendar.
- Capacity to collaborate with other support team staff, program managers, and community stakeholders.
- Strong verbal and written communication skills to facilitate open and constructive communication with both mentees, donors, volunteers, and colleagues.
- Proven ability to manage projects, partnerships, and professional relationships

Potential Applicants send Cover Letter and Resume to:

bigbuddy@bigbuddyprogram.org

Please include "Data Entry Specialist Applicant" in the email subject line.