



Volunteer Opening

POSITION: Data Entry Specialist

LOCATION: 4643 Lyndale Avenue North Mpls, MN 55412

Position Reports to: Monique Godwin, Community Builder II

Start Date: Available Now

Work Days: Monday thru Friday (flexible)

Work Hours: Flexible

Duration: Ongoing

Monetary Agreement: N/A

SUMMARY:

Receives, reviews, and enters data into multiple database systems or tracking data according to program compliance and established procedures. Ensures accuracy of all data recorded and performs database maintenance functions, support Emerge Community Developments vision, mission and goals.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

JOB RESPONSIBILITIES:

- Keeps track of received data and source documents.
- Prepares and sorts source documents, and identifies and interprets data to be entered.
- Contacts preparers of source documents to resolve questions, inconsistencies, or missing data.
- Enters data from source documents into computer following format displayed on screen, and enters necessary codes.
- Confirms accuracy of data such as program(s), entry/exit dates, etc.
- Compares data entered with source documents, or reenters data in verification format on screen to detect errors; obtain further information for incomplete documents
- Reviews and makes necessary corrections to information entered.
- Compiles, sorts, and verifies accuracy of data to be entered.
- Assists in establishing and maintaining an effective and efficient records management system.
- Generates reports and responds to inquiries regarding entered data as requested.
- Contributes to a team effort and accomplishes related results as required.
- Performs general clerical duties such as typing, answering phones, etc.
- Perform other job related duties as assigned.
- Transcribe information into required electronic format
- Scan documents into document management systems or databases as needed/requested
- Check completed work for accuracy
- Store completed documents in designated locations
- Respond to requests for information and access relevant files
- Comply with data integrity and security policies
- Maintain own office equipment and stationery supplies

COMPETENCY (To perform the job successfully, an individual should demonstrate the following competencies):

- Maintains confidential information
- Knowledge of records management procedures.
- Knowledge of assigned program activities guidelines and processes
- Ability to operate various work-processing software, spreadsheets, and database programs.
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Communicate efficiently and effectively both verbally and in writing.
- Carry out multiple tasks and meet deadlines.
- Follow instructions furnished in verbal or written format.
- Detail oriented and possess skill in ten-key by touch.

SKILLS NEEDED:

- Information collection and management
- Planning and organizing
- Problem solving
- Attention to detail
- Decision making skills
- Communication skills
- Confidentiality
- Ability to work under pressure

Volunteer Applications FORMS AVAILABLE AT:

Emerge Community Development
1101 West Broadway #200
Minneapolis, MN 55411
E-mail: www.emerge-mn.org

****Agency Application forms required for all volunteer openings****