



JOB OPENING ANNOUNCEMENT:

DATA ENTRY SPECIALIST

Job Title: Data Entry Specialist
Reports to: Director of Family Support Services
Location: Central Los Angeles
FLSA Status: Part Time: \$15/hr, 25hrs/wk, yearly position

SUMMARY: Reporting to the Director of Family Support Services, the Data Entry Specialist provides administrative support and data entry services to the Family Support team.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES: The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Cross-train in all aspects of the FSC program including enrollment, pre-screening, and universal services.
- Maintain accurate records in Bresee and program-specific client databases by transferring data from paper formats into computer files or database systems using keyboards, data recorders, or optical scanners. Verify data by comparing it to source documents.
- Participate in FSS team meetings and events, staff meetings, and other Bresee, collaborative partner or community meetings as requested.
- Assist with Bresee activities and events as requested.

EDUCATION/EXPERIENCE/QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must be currently enrolled in an accredited college or university working towards a Bachelor's degree.
- Bilingual in Spanish or Korean preferred, proficiency in speaking, writing, and reading.
- Demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems. Experience with ISIS program a plus.
- Demonstrate sensitivity to multicultural issues and be comfortable working in multi-cultural, urban environment.
- Must have excellent English verbal and written communication skills.
- Must have outstanding teamwork, interpersonal relationship, and active listening skills.
- Must possess excellent customer service skills, including the performance of duties in a tactful and professional manner.
- Must have good organizational and time management skills.
- Able to set priorities and organize daily workload to meet deadlines, program goals, and requirements.
- Be highly organized, with attention to detail and accuracy.

- Able to efficiently process multiple projects at a time without sacrificing the quality of work.
- Demonstrate flexibility when new assignments or changes are introduced.
- Able to work independently but also function effectively as part of a team.
- Able to follow directions and work well with others.
- Be self-motivated, reliable, and function as an active team player.
- Be a collaborative problem solver.
- Able to take initiative with minimal supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients.
- Able to clearly articulate Bresee's message and program-specific information.
- Must support Bresee's procedures and policies.
- Must follow program-specific requirements and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's *Vision, Mission, and Values Statement*.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

WORKING LOCATION: Location is based on a percentage of where work time is spent.

In office 90%, out of office 10%. Indoors 90%, outdoors 10%.

HOURS AND BENEFITS: Part-time position, occasional weekend and evening hours will be necessary. Benefits include vacation, sick, and holiday pay, and 401k-type pension plan.

TO APPLY: Submit cover letter and resume to jobs@bresee.org by November 10, 2017 with the Subject Line: Data Entry Specialist.