

Data Entry Assistant (Part Time)

Multi-Service non-profit seeking energetic, creative, team-oriented individual to become part of our dynamic team

Purpose:

Work closely with program staff, Manager, and Director of Program Services and Evaluation to provide efficient and professional assistance and support in the data management of the agency.

Qualifications:

High School Diploma or equivalence plus 2 years clerical data entry experience. Proficiency in Microsoft Word, Excel, Outlook and other Microsoft products. Excellent 10 key abilities. Valid driver's license required. Must be able to lift a minimum of 25 pounds.

Areas of Responsibility:

Administrative

1. Update and maintain client databases, input data and maintain ongoing forms, assist Director of Program Services and Evaluation, Manager, and Case Managers in completing reports and statistical information, including but not limited to HMIS, DDaP, and Client Track
2. Ensure integrity of data, verifying information regarding data quality and data completeness
3. Other tasks consistent with job purpose and deemed necessary by the supervisor

General:

1. Maintain a thorough knowledge of agency policies, procedures
2. Provide for the safety of staff and property of the Agency
3. Attend and participate in agency and site/team meetings as required
4. Perform other tasks consistent with the job purpose and deemed necessary by the supervisor.

Work Schedule and Benefits

1. Hourly Part Time 18 hours per week. (Generally 3 days per week)
2. Compensation: commensurate with experience.
3. Paid time off in accordance with agency policy

Send letter of interest & resume to: Abbie Kelly, Director of Program Services and Evaluation, Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.

Email akelly@handsonhartford.org

No phone calls please

Closing date 10/19/2018

AA/EOE