



Wanted: Versatile individual to join our team at Hands On Hartford as a Data Entry Associate working closely with program staff, Manager, and Director of Program Services and Evaluation to provide efficient and professional assistance and support in the areas of client entry and data management of the agency.

When: approximately 18 hours per week position, generally 3 days per week. Flexibility available for the days.

Why work at Hands On Hartford: Hands On Hartford, in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility.

What you will do as a Data Entry Associate: You will do many things including but not limited to:

1. Update and maintain client databases, input data and maintain ongoing forms
2. Assist Director of Program Services and Evaluation and Manager in completing reports and statistical information, including but not limited to HMIS, DDaP, and Client Track
3. Ensure integrity of data, verifying information regarding data quality and data completeness and timeliness
4. Provide support in data analysis, report writing, and information presentation
5. Identify creative ways to better capture, analyze, and present data

You may be a good fit if you:

- Believe in our mission and core values
- Have a minimum of a high school degree plus a minimum of 2 years experience in data entry or data management
- Have strong attention to detail skills as well as strong organizational, communication, analytical, and problem solving skills
- Ability to work independently
- Ability to toggle multiple data systems
- Knowledge and proficiency in using computer applications, including standard Windows application.

If this sounds like a good fit to you:

**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 9/20/2019

AA/EOE