



DATA ENTRY SPECIALIST

Reports to: Coordinator of Services	Pay: \$33,288 - \$36,000 (100%FTE) \$16.00 - \$17.30	Employees to be supervised: N/A
		Status: Full Time - Hourly
Location: Canoga Park, CA or Van Nuys, CA		Work Hours: 8AM - 5PM, Monday - Friday Some evenings and weekends required.

At NEW, we spark economic mobility. Using our transformative approach, we connect people, communities, and families to their own sense of power and resiliency. We implement a holistic approach in all we do by addressing families' basic needs. From finding a stable and safe place to live, to supporting more ambitious plans like purchasing a home or starting a business.

As an organization, we respect and honor all families, communities and cultures. We encourage innovation and “thinking outside the box”, and we expect all employees to connect, create, and celebrate by being authentic, bold, engaged and transformational.

Position Summary:

The Data Entry Specialist works on-site at NEW’s Economic Mobility Center and facilitates the entry of information using online data management software. The professional occupying this position is considered an essential worker and will have direct-client-contact on a regular basis, as is needed to fulfill assigned tasks. This position is responsible for both the accurate and efficient submission and retrieval of data. The DES will proof material before it is entered and generate data reports as required. All New Economics for Women staff must understand the organization's purpose, vision and objectives, be knowledgeable of services and resources, and engage in the following activities: outreach, intake/assessments, referrals, and customer follow up. As an ambassador for the organization, this person is also responsible for actively supporting the overall mission and vision of NEW.

Duties and Responsibilities:

- Responsible for maintaining up to date participant database - accurate monthly count
- Responsible for entering new enrollments and ongoing services
- Responsible for participant file compliance (supporting docs, notes, etc...)
- Responsible for archiving and file management
- Responsible for conducting Quarterly customer file inventory
- Responsible for tracking trends based on customer enrollment needs and interest of services
- Responsible for generating data management reports
- Supports Coordinator of Services with data entry of FSC program services
- Supports with front desk coverage as needed
- Perform other related duties as necessary – including childwatch
- Identifies discrepancies in data received requests clarification or advises supervisor of issues related to data and performs data verification routines in accordance with company procedures.
- Interacts with departmental and other staff on matters affecting data and publications flow and makes recommendations for improvement or enhancement to job processes to ensure standards in data entry, collection and retrieval.



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Qualifications and Experience:

- Minimum two (2) years experience in Data Entry.
- Possess thorough knowledge of laws, regulations and guidelines related to confidentiality
- Excellent verbal and written communication skills
- High School Diploma
- Excellent customer service skills, effective oral and written communication skills
- Ability to handle sensitive and confidential issues in a professional manner
- Residency in and/or familiarity with the target area and its cultural diversity are also a plus.
Cultural awareness is a plus
- Ability to coordinate multiple assignments, prioritize and complete projects under short deadlines
- Self-directed and able to work independently
- Strong organizational skills
- Must be computer literate in Microsoft office software such as EXCEL, Word, PowerPoint, Access, and Publisher
- Experience in preparing spreadsheets and familiarity with their function.
- Attention to detail when entering data
- Some physical demands to carry files, achieve file boxes, etc...

Additional Requirements:

- Must have a valid California Driver's License, Liability Insurance, and an automobile in good working condition
- Fingerprinting and TB Clearance
- CPR/First Aid Certification is a plus
- Flexible with working hours, including evenings and weekends
- Fluent in Spanish Required

Apply via e-mail or website only

Submit your resume with a cover letter:

Via Website: <https://neweconomicsforwomen.org/our-job-openings/>

Via E-mail to hr@neworg.us

(Please ensure to include the position you are applying for on the subject of your e-mail)

For additional information you may contact Human Resources:

303 S Loma Drive, Los Angeles, CA 90017 | (213) 483-2060 Ext-311

E-mail hr@neworg.us

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Learn more about us at: www.neweconomicsforwomen.org

EQUAL
OPPORTUNITY
EMPLOYER



New Economics for Women®

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New Economics for Women (NEW) creates economic and educational opportunities for single parents, families and disinvested communities as a pathway for dreams to come true.