

**Job Title:** Data Entry Clerk

**Reports To:** Executive Director

**Position Type:** Non-Exempt

**About Us:**

Join a dedicated team making a difference in the lives of children. Our organization provides essential support to victims of child abuse, and we're looking for a detail-oriented **Data Entry Clerk** to play a vital role in managing data and generating actionable insights.

**Key Responsibilities:**

- Enter, verify, and maintain data in multiple databases with precision.
- Generate reports, charts, and graphics to support organizational goals.
- Ensure data accuracy by identifying and correcting errors.
- Organize and manage data logs, files, and backups.
- Provide front desk assistance and general administrative support as needed.

**Qualifications:**

- High School Diploma (or equivalent) with 1+ year of related experience.
- Proficiency in Microsoft Office (Excel, Word, Access).
- Strong organizational and data entry skills with attention to detail.
- Effective verbal and written communication skills.
- Ability to work independently and as part of a team.

**Preferred Skills:**

- Experience in a non-profit organization.
- Sensitivity to the needs and welfare of children.

**Why Join Us?**

- Meaningful work that positively impacts children's lives.
- Collaborative and supportive team environment.
- Opportunities to grow and contribute to a critical mission.