



**BOYS & GIRLS CLUB  
OF PAWTUCKET**

**Position Posting**

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**TITLE:** Data Entry Specialist  
**DEPARTMENT:** Administration  
**REPORTS TO:** Director of Development & Community Relations

- Exempt                       Non-Exempt  
 Full-time                       Part-time, 25 hours/week

**POSITION SUMMARY:**

The Data Entry Specialist will be responsible for the majority of the data entry in both the donor database and in the membership database. This position fulfills the record keeping data function of the Development Office through the eTapestry system: provides data entry, generates thank you notes, and prepares electronic reports as needed. The Data Entry Specialist also fulfills the record keeping function of membership tracking for the Club. This includes data entry, responsibility for data integrity, and staff training and oversight for any other staff charged with data entry in the membership software. A successful Data Entry Specialist will absorb a large volume of institutional knowledge and have a full understanding of the critical importance of the data they are charged with.

Responsibilities include, but are not limited to: using Microsoft office products, file organization, and database management. Must be a dedicated, responsible, detail oriented individual with excellent organizational skills and should be able to work both independently and as part of a team. Experience with good time management so as to manage multiple priorities and directly support multiple facets of the position.

**QUALIFICATIONS:**

**Knowledge**

Demonstrated knowledge of principles related to technology, including computer operations, data record keeping, spreadsheets, queries to create electronic reports with a high degree of accuracy and speed, and strong attention to details. Experience with word processing with a high degree of accuracy and clear understanding of good grammar. Demonstrated experience with Microsoft Office software, particularly Word and Excel (including report format knowledge). Comfort with Microsoft Access a plus. Good organizational skills and ability to prioritize tasks is critical.

**Education & Experience**

Two or more years of relevant experience. Bachelor's degree and non-profit experience strongly preferred.

Electronic data entry and report experience required. Previous work in either a development office or youth services environment preferred.

**TO APPLY:**

Submit cover letter, resume and salary requirements by March 17, 2017 to:

Ms. Corey Chan  
Director of Development & Community Relations  
cchan@bgcpawt.org