

## **Data Entry Dynamo**

### **Summary**

The Data Entry Dynamo is an administrative support position responsible for providing computer data entry skills necessary to the operation of Fairhill Center. This position may report to a senior staff personnel or someone administering senior staff directives.

### **Responsibilities**

- Provide direct assistance to Fairhill by entering and/or correcting information in agency database for mailing/development/recording purposes;
- Demonstrates the ability to work effectively in a multi-tasking, highly personalized environment;
- Exercises professional judgment and maintains a high level of confidentiality;
- May supervise other program/administrative staff as needed;
- May oversee a volunteer service unit and supervise volunteers;
- Demonstrates accountability for achievement of specific tasks and objectives related to the Fairhill Strategic Plan;
- Performs other duties as assigned.

### **Qualifications**

- Minimum five (5) years successful, administrative experience or equivalent specialized education;
- Experience working with all levels of management as well as front line staff; experience working with intergenerational populations and/or older adults preferred;
- Proficient in the use of position-related software and tools, as well as MS Office 2000 products especially Microsoft Access or related database and/or Word Perfect data file softwares;
- Must be attentive to detail and able to maintain confidentiality;
- Professional appearance, attire and demeanor.