

Program Data Entry Specialist



The position is responsible for processing student stipend request forms, coordinating verification of check request amounts, entering the data into the client management system, and ensuring accurate delivery of data to the accounting office for check printing and disbursal. Is responsible for all data entry for program data and surveys while adhering to best practices and accuracy.

Work Schedule: Part-time Hourly

Status: Part-time (Non-exempt)

Reports to: Program Manager

Minimum Qualifications:

- Must have a high school diploma.
- Must be able to type/keyboard a minimum of 55 wpm
- 1-3 years of experience in entering data.
- Strong communication skills, both verbal and written.
- Strong organizational skills.
- Excellent time management skills.
- Ability to multi-task and coordinate projects.
- Ability to create and maintain energetic and positive interactions.
- Ability to work with and maintain confidential files, records, and correspondence with understanding of timely and accurate maintenance of all data and statistics as necessary.
- Ability to juggle a variety of assigned work tasks.
- Proficiency with Microsoft Office products and other data management software.
- Ability to be flexible and work well in a variety of situations.
- Self-starting and able to work independently.
- Acceptable results on background check.
- Ability to receive Fingerprint Clearance Card.

Preferred Qualifications:

- Preferred 2 year college degree in information systems
- Bilingual (Spanish)

Duties:

Main responsibilities:

- Gather and compile data from students, and liaisons for purposes of ongoing evaluation of the program effectiveness, compliance with strategic plan, and accuracy of reporting for grants and public distribution.
- Enters and records data from electronic and hard copy source materials into system(s).
- Verifies entered data ensuring accuracy. Identifies and reconciles routine and complex data input discrepancies. Deletes data entry errors and enters corrections.
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost
- Comply with data integrity, security, and confidentiality policies

Professional Development:

- Participate in departmental and staff meetings.
- Participate in agreed-upon community meetings, workshops, and task forces; collaborate with staff to strengthen programs, enhance learning, and improve internal systems.

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Public Relations:

- Ensures the information being distributed to all audiences is consistent with organizational policies and procedures.
- Represents the organization professionally at all times.

Essential Skills and Abilities:

- Excellent communication skills both orally and written.
- **Strong attention to detail**
- Data-driven
- Able to multi-task.
- Strong organizational skills with the ability to work in a demanding self-directed work environment.
- Working knowledge and successful utilization of Microsoft office tools.

Physical Demands/Working Conditions:

- Intermittent physical activity including bending, reaching, and prolonged periods of sitting and using a computer
- Able to lift up to 20 pounds.

*The intent of this position description is to provide a representative summary of the essential duties performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in this description. **Job description is subject to change.***

Find out why YOTO is attracting and retaining the best employees! If you are interested and qualified, please apply now. YOTO offers a supportive and positive work environment and generous holiday and vacation schedules.

PRE-EMPLOYMENT SCREENINGS

Youth On Their Own conducts pre-employment screenings for all positions, which includes a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States. Apply Now.

Job Type: Part-time

If you are passionate about the YOTO mission, please submit your resume, cover letter and three references to mschmidgall@yoto.org. No phone calls, please.

Position is open until filled.

Matt Schmidgall, Program Manager

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Youth On Their Own (YOTO) – strives to eliminate barriers to education and empower Pima County’s homeless youth to stay in school. For over 30 years, we have supported the high school graduation of this unique demographic by providing financial assistance, basic human needs, and guidance. With the help of our supporters we empower homeless youth to remain in school and pursue opportunities for self-sufficiency.