



**DATA ENTRY SPECIALIST**

<b>Reports to:</b> Program Manager	<b>Pay:</b> \$27,040 - \$36,000 (100%FTE) \$13.00 - \$17.30 per hour	<b>Employees to be supervised:</b> N/A
		<b>Status:</b> Salary – Non-Exempt
<b>Location:</b> Canoga Park, CA or Van Nuys, CA		<b>Work Hours:</b> Monday – Friday 40 hours/ week, some evenings and weekends required

At NEW, we believe that Poverty is a monster destroying hope and prosperity in the lives of low income communities and their families. Using NEW’s transformative approach we connect people, communities, and families to their own sense of power and economic mobility. We implement a holistic approach in all we do by addressing families' basic needs, such as finding a stable and safe place to live, to supporting ambitious plans such as purchasing a home or starting a business.

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

**Position Summary:**

The data entry specialist performs data entry of information to maintain FSC database(s) through custom software. This position is responsible for accuracy, efficiency and retrieval of processed data. The data entry technician will proof material entered as required and generate data reports as required. All FSC-staff must understand the FSC program purpose, vision and objectives, be knowledgeable of services and resources, and engage in the following activities: outreach, intake/assessments, referrals, and customer follow up.

**Duties and Responsibilities:**

- Responsible for maintaining up to date participant database - accurate monthly count
- Responsible for entering new participants and activities into city portal (ISIS)
- 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 ISIS reports
- Support Coordinator of Services with data entry of FSC program services
- Support 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.

**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



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- 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](mailto: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](mailto:hr@neworg.us)

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Learn more about us at: [www.neweconomicsforwomen.org](http://www.neweconomicsforwomen.org)

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.

**EQUAL  
OPPORTUNITY  
EMPLOYER**