



Job Description: *Data Entry Specialist*

Responsibilities/Tasks

- Enter client data into organization's database
- Ensure data accuracy and integrity
- Compile end-of-course evaluations into spreadsheet documents
- Produce and assemble program training manuals
- Assist with event logistics

Skills/Knowledge/Qualities

- Self-driven initiative and performance of the highest quality, with keen attention to detail.
- Proficiency with databases, Microsoft Word and Excel.
- Ability to prioritize the urgency of competing requests and take charge to meet deadlines.
- Timely follow-through and excellent organizational skills.
- 2+ years working experience within a similar position.
- Experience in and commitment to working in a team-oriented environment.
- A demonstrated commitment to community development, economic justice and/or serving underserved individuals.
- Excellent communication skills, both verbally and written, including the ability to competently compose correspondence.
- Commitment to the BizWorks Vision, Mission, and Values.

Other

- 15-20 hrs/week
- Reports to Database/IT Manager
- Other administrative duties as assigned

Submit letter of application, resume, and three professional references to:
Fred Waldkoetter, CFO, Mountain BizWorks, 29 1/2 Page Ave, Asheville, NC 28801 or
fred@mountainbizworks.org.