



Building Character
in Young People

Data Entry Specialist

Detroit PAL is an Equal Opportunity Employer

About the Company: The Detroit Police Athletic League is a private, nonprofit corporation that, in partnership with individual volunteers and the Detroit Police Department, builds character in young people through athletic, academic, and leadership programs. The company is results-oriented and driven by its values of excellence, personal growth, and humility.

Summary of Responsibilities: This position is responsible for entering registration forms into Detroit PAL's computer system and network. Extreme attention to detail is needed. The specialist will also be required to update information already in the system. Other work areas include sending out information to donors, filing away important documents, and surveying Detroit PAL constituents.

Responsibilities:

- Entering detailed registration information into Detroit PAL's database
- Attending games or practices and surveying coaches, parents, and players
- Updating information in the data management system
- Other duties as assigned.

Desirable Credentials, Skills and Traits:

- High School Diploma or Equivalent; BS/BA Preferred
- Excellent customer service skills with a friendly, open approach in dealing with parents, players, and coaches
- Superb keyboarding skills with proficiency in MS Office Applications, particularly MS Excel and Word
- Robust understanding of data management and data analysis
- At least 2 years of office or administrative experience
- Valid drivers license and reliable transportation

Please forward resumes to djames@detroitpal.org