



Data Entry Specialist

Job Description

Data entry specialists will be working in the Program Administration department. These workers will be 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 survey administrator. Survey administrators will go out to games and survey parents, players, and coaches.

Key Qualifications

- Valid Drivers License and reliable transportation
- Outstanding attention to detail and organization
- Willingness to take the initiative and drive progress
- Solid keyboarding skills
- Proficiency in MS Office Applications, particularly MS Excel & MS Word
- High standards for excellence in execution

Desirable Credentials, Skills and Traits

- Robust understanding of data management and data analysis
- High School Diploma or Equivalent; BS/BA Preferred
- Excellent customer service skills with a friendly, open approach in dealing with parents, players, and coaches
- At least 2 years of office or administrative experience

This is a temporary position with 28 maximum hours available to work a week. The salary is \$9.25 an hour. The schedule is extremely flexible and can be set due to your availability.

If you are interested in applying for this position, please forward your resume to djames@detroitpal.org.