Job Title: Data Entry Specialist

Purpose: Data Entry Specialists serve to track the many ways that the Moab Valley Multicultural Center (MVMC) is serving our community. We do a lot here and without our data, it’s hard to keep track.

Location: Moab Valley Multicultural Center (MVMC); 156 N 100 W, Moab UT

Key Responsibilities:

- Maintain Client and Volunteer Confidentiality.
- Enter data into the MVMC database accurately and precisely.
- Assist in streamlining the data entry procedure.
- Repair or restructure database as assigned by Executive Director.
- Aid in the preparation of bulk mailings as assigned
- Other duties as assigned.

The Length of Appointment: Data Entry Specialists normally commit to a 6 month posting. This can be completed on a weekly or biweekly basis on site at the MVMC. After a 6 month period, each Data Entry Specialist will be reviewed and potentially extended.

Time Commitment: Data entry is completed prior to the end of each month. Data Entry Specialists may choose a schedule which works for them and the MVMC Staff. Usually this is a 1 hour commitment biweekly.

Qualifications: Proficiency in Microsoft Access, Excel, typing, and data entry. Respect for client and volunteer confidentiality.

Support: Training for this position will be provided on an as needed basis. The Volunteer Coordinator will also be available for questions and assistance.

Age Requirement: 18 and over.

Dress Code: Business Casual

Security Checks: Background Check Required.