

# Job Title: Data Entry Specialist | MVMC

**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.