



Data Entry Clerk

Regular, Non-Exempt/Hourly, Part-time Position
8 hours per week-Flexible Schedule

Job Summary

The Data Entry Clerk supports the program department of the Women's Cancer Resource Center. This entry-level position is responsible for entering program data into agency database, and running queries and reports of program data. This position will contribute to the efficiency of program management and grant and outcomes reporting by ensuring all program data is entered in the database in a timely and efficient manner. This position reports to the Program Director.

Essential Duties and Responsibilities

- Accurately enter data into corresponding fields within various software programs, including Excel and Raiser's Edge
- Identify and correct data entry errors using appropriate quality control methods
- Prepare relevant reports as needed
- Run weekly and monthly program data reports for internal use
- Assist Program Director with data requests for reports and grant proposals

Qualifications

Required

- Two years of data entry experience or related office experience
- Proficient in using the latest versions of Microsoft Office
- Ability to enter data into a computer quickly and accurately
- Comfortable with office equipment including a computer, telephone, scanner, calculator, and photocopier
- Well organized, demonstrated ability to prioritize, detail-oriented
- Proven job diligence, dedication and attention to detail.
- Proven ability to handle confidential material accurately and with sensitivity
- Demonstrated commitment to cultural humility

- Demonstrated ability to work independently and consistently meet multiple deadlines
- Strong attention to detail and organizational skills
- Data analysis and presentation skills highly desirable

Desirable Skills:

- Database experience a plus
- Advanced computer skills; broad internet knowledge and research abilities

Compensation and Benefits

This part-time position is 8 hours/week, with an hourly rate of \$18. Partial benefits are available for this position, including vacation and sick time, and a SIMPLE IRA retirement plan with a 2% employer contribution.

How to Apply:

WCRC is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. The position is open until filled – early application is encouraged.

Interested candidates should **email résumé with a cover letter and salary requirements** to: jobs@wcrc.org with “DAC” as the subject line. Alternately, the cover letter and resume can be mailed to the following address:

Attention: Human Resources
Women’s Cancer Resource Center
2908 Ellsworth Street
Berkeley, CA 94705

- This is at a non-profit organization.
- Principals only. Recruiters please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.