

CATHOLIC SOCIAL SERVICES
VOLUNTEER JOB DESCRIPTION

TITLE: Data Entry Assistant
PROGRAM: St. Francis House
SUPERVISED BY: Client Coordinator
STATUS: Ongoing
UPDATED: 10/2020

Job Summary: This position will assist St. Francis House Food Pantry staff with data entry of client applications.

Competencies: Must be comfortable and familiar with computer programs and using online platforms. Must have sound judgement and flexibility. Must be able to maintain program/guest/agency confidentiality and treat everyone with dignity and respect. Must be patient and courteous. Must be able to prioritize work with little supervision. Must be able to get along with others and tolerate interruptions with patience.

Education/Experience: Data entry or similar computer literacy experience.

Skills: Ability to communicate clearly both in verbal and written forms.

Duties & Responsibilities:

1. Follow verbal and written directions.
2. Take information from client applications and enter into online database.
3. Keep files organized.

Physical Requirements: Ability to sit at desk and type for extended periods of time.

Training Requirements: Attend orientation and position training.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Volunteer Signature: _____ Date: _____

Volunteer Coordinator Signature: _____ Date: _____