



## **JOB POSTING** **DATA ENTRY CLERK**

The Aliveness Project is a thriving non-profit organization dedicated to supporting stability of health and wellness for people living with HIV/AIDS in Minnesota. Founded 30 years ago, Aliveness provides important supportive services such as emergency food shelf, hot meals, case management, integrative therapies, and HIV prevention outreach/programming. In addition, Aliveness provides a physical space for people impacted by HIV to participate in educational programming, build skills and create community. We have a dynamic, mission driven staff, an atmosphere of learning and fun, and a dedication to providing a positive experience for all who walk through our doors.

**Title:** Data Entry Clerk

**Reports to:** Development Director

**Purpose:** The Data Entry Clerk is a temporary position to accurately enter donation data from Dining Out For Life.

**Hours:** Temporary position – 130 hours total (Average of 20 hours a week for 7 weeks)

**Salary:** \$11.50 per hour. Benefits are not included.

**Responsibilities include:**

1. Prioritize and prepare source data for computer entry by researching, compiling, and sorting information
2. Review data for deficiencies and inaccuracies and correct them according to standard operating procedures

**Education and Experience:**

High school diploma or equivalent is required; prior work experience preferred

**Knowledge, Skills and Abilities:**

1. Strong attention to detail and organizational skills
2. Computer skills include proficiency in data entry and internet usage.
3. Ability to manage stress in a proactive manner.
4. Prior experience with Salesforce preferred.

**To apply,** please submit statement of interest and resume by 4 p.m. on Friday, April 27, 2018 to [jenniferd@aliveness.org](mailto:jenniferd@aliveness.org) or Attn: Jennifer Dieter, The Aliveness Project, 3808 Nicollet Ave, Minneapolis, MN 55409.