



612.822.7946 phone
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aliveness.org

3808 Nicollet Avenue
Minneapolis, MN 55409

The Aliveness Project

Job Description: Data Entry Specialist

April 2019

The Aliveness Project is a thriving non-profit organization dedicated to supporting stability of health and wellness for people living with HIV/AIDS (PLHIV) in Minnesota. Founded in 1985, Aliveness provides important supportive services such as 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.

Primary Responsibilities

The Data Entry Specialist is responsible for ensuring all necessary member and agency data is collected, reviewed, and recorded accurately in Aliveness agency systems to aid program service delivery and comply with all relevant regulations. The Data Entry Specialist will also do donation data entry and support the Finance & Operations Director in as-needed administrative tasks. This position reports to the Finance & Operations Director.

Position Job Duties

Member Services Records

- Enter new member applications in Access database
- Update member data in Access database and confirm eligibility for Ryan White billing
- Assist with Holiday Gift Program data entry
- Send correspondence to members who miss appointments

Case Management & Nutrition Programs Records

- Enter Medical Case Management claims monthly
- Enter data for meal delivery program
- Administrative and scheduling support for Case Management team

Development & Administrative Support

- Enter gifts and update donor records in Salesforce database
- Manage donor acknowledgement process
- Inventory tracking and ordering
- Technology tracking and support
- Filing

Other/General



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- Maintain operations by following policies and procedures; reporting needed changes.
- Maintain customer confidence and protect operations by keeping information confidential.
- Contribute to team effort by accomplishing related results as needed.
- Other duties as assigned.

Skills and Qualifications

- Prior work experience in a technical support or customer service role is preferred
- Technology experience required. Must be proficient with typing, PCs, Microsoft Word, Excel, Access and Outlook. Experience in Salesforce or other CRM software preferred.
- Able to work on a deadline, honor confidentiality, be thorough, have great attention to detail and be accurate.
- Ability to sit at a desk and work on a computer for long periods of time.

Hours

24 Hours/week (flexible within M-F 9-5)

Compensation

\$15/hour; benefits not included.

To Apply

Email resume, cover letter and 3 references in a single PDF document to Megan Swoboda, Finance & Operations Director, at operations@aliveness.org with subject line: "Data Entry Specialist – [Your Name Here]". No mailed or faxed materials.

Deadline: Wednesday, May 15 at 5:00pm.

Equal Opportunity Employer

The Aliveness Project is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, and gender expression, religious creed, disability (mental and physical) including HIV, AIDS, and AIDS-related conditions, medical condition (including cancer and genetic characteristics), genetic information, age, marital status, sexual orientation, military and veteran status, or any other characteristic protected by federal, state or local law.

People of color, women, trans and gender-nonconforming people, and applicants with backgrounds and lived experiences connected with The Aliveness Project's mission and/or who personally identify with the community groups we support are strongly encouraged to apply.