



**Job Title: Data Entry Specialist - Administrative Support**

Reports To: Employment and Training Director

Status: Part-Time, Non-Exempt

**Broad Scope and Function of Position:**

Assist Employment Services in maintaining client files and data bases with pertinent information.

**Major Duties and Responsibilities:**

Is responsible for but not limited to the following

**Essential Functions: 90%**

**1. Data Entry**

- Entry of detailed workflow documentation into WorkForce One, ClientTrack, and Excel Database for MFIP, MET, and Training programs; which involves documentation of enrollments, job placements, and follow up.
- Assist Director with program reports and audits.
- Compile monthly data for Computer Lab -Indirect services.

**2. Administrative Support**

- Complete monthly bus card report.
- Complete bus/gas/gift cards inventory and logging of cards.
- Department supply ordering.

**3. Special Projects**

- Assist staff in special projects for both the employment department and agency.

**Secondary Functions: 10%**

**1. Employment Front Desk Receptionist**

- Provide occasional front desk coverage for employment programs. Involves greeting clients, checking people in, and answering phone.

**2. Professional Development**

- Participates in relevant staff development & training to grow & develop skills necessary to complete job effectively.

**Qualifications:**

**Education**

- High School Diploma, GED or equivalent classes, trainings, or other means of education.

**Requirements**

- Ability to interact respectfully with individuals from varied ethnic & economic backgrounds.
- Proficiency in computer word processing, data entry, and data base management.

- Ability to communicate effectively in various forms including written, e-mail, phone and in person.
- Demonstrated ability to accurately and efficiently enter data into various computer programs.
- Ability to build effective professional relationships with staff, clients and employer.
- Ability to organize, prioritize, and complete work on time.
- Ability to recognize and handle confidential information appropriately.

\$15.00-\$17.50 hour depending on qualifications. ESNS offers 403(b) and PTO for part time staff.

**Application Deadline: June 12 or until filled**

**Please send a resume and cover letter to the addresses below.**

**East Side Neighborhood Services, 1700 2nd Street NE, Minneapolis, MN 55413;**  
humanresources@esns.org ; www.esns.org

**AN EQUAL OPPORTUNITY–AFFIRMATIVE ACTION EMPLOYER**

East Side Neighborhood Services is an Affirmative Action and Equal Opportunity Employer/Service Provider. All employees must be able to work across ethnic/racial/economic lines for effective communication, respecting and valuing the differences and strengths of each person.