



Dayton & Montgomery County, Ohio

DATA ENTRY SPECIALIST - JOB DESCRIPTION

TITLE: Data Entry Specialist

EFFECTIVE DATE: October 1, 2022

FLSA CLASSIFICATION: Exempt

LOCATION: Dayton, Ohio

REPORTS TO: Data Manager

GRADE LEVEL:

POSITION TYPE: Full time

PRESCHOOL PROMISE VISION

All Montgomery County, Ohio children are ready for kindergarten.

PRESCHOOL PROMISE MISSION

Preschool Promise ensures that children are ready for Kindergarten by equipping Preschools and families with exceptional support, coaching, and education.

PRESCHOOL PROMISE COMMITMENT TO EQUITY

Preschool Promise is committed to addressing racial and social inequities in all we do; this position will help lead and support efforts to implement policies and programs to ensure equity.

SUMMARY/OBJECTIVE OF POSITION

This position is responsible for inputting data and making changes to existing data in databases through Microsoft Excel, Google Sheets, Sugar CRM, word processing software including Microsoft Word and Google Docs. This position will assist the Data Manager and Data Specialist in managing and maintaining effective record keeping, organizing, reporting and systematizing the data collection, entry and analysis process.

ESSENTIAL FUNCTIONS

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

1. Cleaning, organizing, and entering data into digital databases (Sugar CRM) and other formats for use by various Preschool Promise teams.
 - a. Prepares source data by using Excel to clean data into an acceptable format for digital import. Reviews data for deficiencies, errors, incompatibilities and checks output for verification of accuracy.
 - b. Maintains database and other data sources by entering new and updated information.
 - c. Verifies and reviews data by reviewing, correcting, deleting or reentering data.
 - d. Scans documents and enters data from documents with accuracy and efficiency.
 - e. Complies with data integrity and security policies.
 - f. Assist with special projects that require large amounts of data entry.
 - g. Provide data entry support across departments.
 - h. Generate reports from databases for use by various departments.
2. Contribute to the Preschool Promise staff team and support special projects as requested.
 - a. Work with other Preschool Promise staff team members to build a friendly, supportive, healthy, high-functioning team.
 - b. Accomplish annual goals.
 - c. Manage special projects to support the Preschool Promise mission as requested.

COMPETENCIES REQUIRED

- Proven data entry experience
- Attention to detail
- Strong organization skills
- Ability to shift attention from one project to another quickly
- Past experience with digital databases
- Proficient in Microsoft Excel and Google Sheets
- Ability to express ideas effectively using verbal, nonverbal and writing skills
- Ability to make critical judgements and perform complex tasks independently
- Ability to manage time effectively
- Ability to intervene to avert problem situations and resolve conflicts
- Strong interpersonal skills and customer-service orientation
- Ability to implement and manage multiple projects at one time

- Ability to work with teams

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma
- 3 years data entry experience

WORKING CONDITIONS

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases
- Interaction with disruptive, unruly, and/or menacing individuals
- Duties may require operating and/or riding in a vehicle
- Duties may require extended time using a computer terminal and keyboard
- Duties may require considerable telephone contact and paperwork
- Duties may require working under time constraints to meet deadlines
- Duties may require working during the evening and/or weekend

PHYSICAL DEMANDS OF THE POSITION

- Ability to travel to meetings and work assignments
- Ability to maintain an acceptable attendance record and be punctual
- Ability to meet all mandated health requirements (e.g., negative tuberculosis test, etc.)

TYPICAL WORK HOURS

- Standard Monday-Friday work days
- Flexible work schedule to account for weekend and evening work commitments

TRAVEL REQUIRED

- Travel within Ohio and out-of-state may be required for select training events, conferences, and professional development

NON-DISCRIMINATION POLICY

Preschool Promise shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for preschool services, family, or child in its preschool programs or activities. We are committed

to providing an inclusive and welcoming environment for all families, children, and staff who are part of Preschool Promise.

FUNDING OF THIS POSITION

This position is on the payroll of the Montgomery County Educational Service Center (ESC) and requires an annual contract between the employee and the Montgomery County ESC.

Preschool Promise, Inc. funds this position through a legal agreement with the Montgomery County ESC to lease employees to accomplish the Preschool Promise vision and mission.

Preschool Promise, Inc. receives core funding from the City of Dayton and Montgomery County through tax revenues.

TO APPLY

Please email a cover letter and resume to employment@preschoolpromise.org.