



### **Position**

Data Entry Associate

### **Overview of Position**

At Priests for Life, we believe that because the defense of life is the most important work on earth, it should be carried out with the highest professionalism and dedication. We are therefore always looking for men and women who want to combine their professional skills with the deep satisfaction of saving lives and advancing the Culture of Life.

Priests for Life is looking for an individual to work in our Data Entry Department. In this position, you will be responsible for keeping our donor information up to date by typing information into our database from phone calls, emails and paper correspondence. You will be responsible for ensuring the accuracy and timeliness of entering information, as it will be used to contact our donors.

The ideal candidate will be computer savvy and a fast typist with a keen eye for detail. Candidates should have excellent customer service skills, a pleasant phone manner and exceptional communication skills. This is a permanent, full-time, on-site position at our headquarters in Titusville, FL. No relocation assistance is offered.

### **Responsibilities**

This position requires you to enter and update data daily into our databases. This is a fast paced environment and we need someone who will be highly motivated, a dedicated team player and bring a positive and energetic outlook to work each day.

### **Duties**

- Entering data into appropriate fields, databases, records, and files
- Update databases or records with new information as it becomes available
- Update existing data
- Correct and modify inaccurate records
- Run reports and processes
- Enter data from surveys
- Work with other departments to ensure data is received and up to date
- Provide coverage for Data Processing Team

### **Requirements**

High school diploma; Associate's degree, or Bachelor degree in business, administration or related field not required but preferred

Related work experience may be substituted for some or all of the educational requirements

Excellent organizational, written and oral communication skills

Proficient in Microsoft Office applications: Word, Excel, Outlook and Access

Highly reliable with the ability to maintain regular attendance and punctuality

Ability to juggle multiple tasks and meet critical deadlines in a fast-paced environment

Strong interpersonal skills and the aptitude to build relationships with your co-workers and volunteers

### **Compensation and Benefits**

Priests for Life offers a competitive salary and benefits which include Medical, Dental and Vision Insurance, 401(k) Program, Paid Time Off and Company Paid Holidays.

### **Disclaimer**

The purpose of the above job description is to provide potential candidates with a general overview of the role. It's not an all-inclusive list of the duties, responsibilities, skills, and qualifications required for the job. You may be asked to perform other duties by Management.

### **Application Process**

To be considered for this position with Priests for Life, please send the following to [jobs@priestsforlife.org](mailto:jobs@priestsforlife.org):

- Cover letter with contact information
- Resume
- Three references with contact information