

JOB ANNOUNCEMENT

Data Entry Position



Advocates for Children of New Jersey (ACNJ), New Jersey's premier child advocacy organization, has a temporary (part-time) data entry position. The individual hired for this position will be responsible for data entry, updating contact information and ensuring the information entered is accurate. This position will be responsible for list export and formatting list for mail merge and will assist with ACNJ website, created in Word Press, adding documents and content, and editing.

Essential Duties and Responsibilities:

Database Assistant

- SALSA and E-tapestry database management and maintenance including but not limited to creating reports from database and updating contact information
- Able to export list and reports from Salsa
- Review list accuracy for mail merge and mailings
- Assist with list request for alerts, email, events, mailings and maintenance
- Prepare and print mail merge letters and labels for events, conferences, mailings, etc.
- Salsa email bounce back notifications including updates and deletions, if new address not available
- Proofread data publication reports
- Assist with uploading to website and editing web pages using WordPress
- Other duties and special projects as requested

Qualifications and Special Requirements

- Secretarial school and/or Bachelor's degree required.
- Minimum three (3) years of administrative support experience.
- Typing 55wpm.
- Must be proficient in using SALSA software platform.
- Must be proficient in WordPress content management system, Excel and Word mail merge functions.
- QuickBooks experience preferred.
- Knowledge of Publisher.
- Ability to handle multiple projects independently, with minimal supervision.
- Ability to maintain confidentiality of information, materials and files.
- Excellent communication skills and professional telephone manner.
- Ability to interact comfortably and confidently with people of all levels.

If interested, please e-mail your resume and a cover letter to Carla Ross at cross@acnj.org by **May 15, 2017**. Your cover letter should describe why you are the ideal candidate for this position. No phone calls please.

Giving Every Child A Chance