

DATA ENTRY SPECIALIST

Role	Data Entry Specialist	Location	South Holland	Status	Part-Time
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JOB SUMMARY

The Data Entry Specialist is responsible for supporting the mission of Chicagoland Prison Outreach by collecting, managing, inputting, and analyzing data for our Vocational Training School. The Data Entry Specialist is responsible for coordinating with the Vocational Managers (for Roseland and Evanston) to ensure timeliness in collection of data as well as ensuring accuracy.

JOB RESPONSIBILITIES

Responsibilities	• Participate in training in the data collection systems utilized by Chicagoland Prison Outreach, including, but not limited to Illinois Works Reporting System, and Salesforce. • Collect and enter all program data for grants or for general CPO use (including attendance, academic progress, transition plans, wraparound services, stipends, incidents, etc.) • Manage student attendance records. • Assist with the execution of the recruitment plan for new vocational students • Track recruitment trends and data to help identify a robust recruitment plan • Enter all data with accuracy and in a timely manner into the CPO databases. • Refine processes to ensure data is collected in a timely manner from the appropriate personnel • Coordinate with personnel to collect accurate and informative data • Produce reports as needed for grant management or other CPO reports. • Establishing data entry standards by continually updating systems to improve data quality. • Adhere to the best data management practices and maintaining a high standard of accuracy and efficiency. • Address data inconsistencies by working with personnel to identify and collect missing data.
Qualities Required	• Must have a passion for re-entry and doing ministry • Must have patience for staff, students, and volunteers • Must be dependable and a self-starter • Must be tech savvy. • Must be detailed-oriented. • Must be proficient in Microsoft Office. • Must have strong written and verbal communication skills • Must demonstrate a love for God, His Word, and His people. • Must be in agreement with the Chicagoland Prison Outreach doctrinal statement • Must be a member of a Christian Church.
Experience	• Minimum of 2 years of college experience. Bachelor's Degree preferred • Minimum of 2 years of data entry experience.