**Position Title**: Data Input Specialist

**Organization**: Jewish Family Service of San Diego

**Position Type**: Part-Time (20 hours per week)

**Salary/Wage:** $15.00 – 16.00/ Hour

**Standardized Benefits**:

Benefits for this position include a 401(k) plan and generous time off

**Position Overview:**

Working with the Positive Parenting Program Director, the Specialist will assist with creating program evaluation reports, input all program evaluation data, interface with the contracted program evaluator and be responsible for keeping accurate files of client information and assisting the compilation of program reports. The position requires experience with Microsoft Excel, a love of data as well as a desire to work in a team environment.

**Position Requirements:**

* Bachelor of Arts preferred with strong computer experience and general understanding of social service program evaluation/statistics
* Excellent computer skills, including strong knowledge of Microsoft Excel, Word and Outlook
* Prior data entry experience using Microsoft Excel
* Outstanding organizational skills
* Ability to manage and accurately input all program data from a variety of sources
* Good to excellent spelling, grammar and written communication skills
* Ability to apply common sense and critical thinking to carry out instructions and make decisions within scope of authority
* Ability to deal with problems involving several variables
* Ability to write clear concise e-mails
* Must pass pre-employment background check

**Additional Information**

We are looking for the right candidate who is excited about working with data and program evaluation on a regular basis! The right person will:

* Be reliable, detail-oriented and initiate hard-work without being prompted
* Have a positive work attitude, be motivated and flexible when needed
* Be discreet and able to assure case files and all client information remains confidential and secure
* Have strong communication skills and a desire to work in a team environment

**Contact Information**

To be considered, please email your cover letter (including salary requirement) and resume to [resume4321@jfssd.org](mailto:resume4321@jfssd.org). Be sure to include the position title in the subject line. Please, principals only. Please, no follow-up phone calls or emails.

**About Jewish Family Service of San Diego**  
Jewish Family Service of San Diego is a client-centered, impact-driven organization working to build a stronger, more resilient community.  For nearly 100 years, Jewish Family Service has been a trusted resource for the entire community, offering an array of services that are always life-changing, and often life-saving.  At Jewish Family Service, we believe our employees are the backbone of our Agency.  We strive to ensure that each employee is treated with dignity and respect.  Our goal is your success.  Come work at JFS and be our partner in *Moving Forward Together*.  To learn more about JFS, please visit jfssd.org.

