

Chicago Women in Trades (CWIT) is a non-profit membership organization that provides support and advocacy for women working or seeking employment in construction and other traditionally male-dominated jobs. Through education, preparatory training, support and policy programs our staff and members work to increase employment opportunities and improve working conditions for women in these fields.

Job Title: Data Entry Clerk

Position reports to: Program Director

Position Description: Chicago Women in Trades is seeking a detail-oriented and reliable Data Entry Operator to join our team. The Data Entry Clerk assists in maintaining Chicago Women in Trades database by entering new and updated information and preparing source files that we use in computerized formats. The focus of the role is to input and maintain accurate and up-to-date information into our computer systems and databases.

Areas of responsibility include:

1. Transferring data from paper formats into computer files or database systems using keyboards, data recorders or scanning accurately and efficiently.
2. Sorting and organizing paperwork after entering data to ensure it is maintained.
3. Inputting data for various funders' reporting systems as well as the agency's Salesforce database.
4. Providing program support and responding to data inquiries from other departments or clients.
5. Ensuring all deadlines are met in a timely and efficient manner.
6. Creating reports and generating data sets as required.
7. Compiling a volunteer list for in-house and outreach events.
8. Maintaining the integrity and security of all data entered.
9. Providing other administrative support as requested.

Qualifications

- Proven experience as data entry clerk
- Fast typing skills
- Salesforce experience a plus
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Good command of English both oral and written and customer service skills
- Comfortable multitasking and prioritizing tasks without guidance
- High school diploma or equivalent required, associate degree preferred.
- 3-5 years of relevant experience in an office environment
- Must also have excellent communication skills to collaborate with team members and avoid mistakes while verifying data.
- Organizational and time management skills

Chicago Women in Trades is an inclusive, respectful work environment. We would like all candidates to reflect that understanding of diversity.

Salary and Benefits

This is a full-time salaried position starting between \$40,000 and \$45,000 annually.

Benefits include:

- Generous paid time off
- Health, dental, disability and life insurance policies
- Employer contribution to 403(b)

Application Instructions:

To apply, please send:

- 1) Your resume
- 2) A cover letter outlining how your background and experience qualifies you for this position

Applications will be reviewed starting January 8th and will be accepted until the position is filled.

Applications may be sent by email or mail to:

Renee Jones, Program Director
rjones@cwit.org

Chicago Women in Trades
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