

LCMS Northern Illinois District

Data Entry Associate

General Summary

The Data Entry Associate position is a key role in accurately capturing data to be used in a variety of functions. This role as Data Entry Associate will be responsible for maintaining the database and inputting data from multiple sources into a database (DonorPerfect), ensuring that all necessary data is being entered and maintained. In addition, data entry associate must verify, update, and edit data as needed. The LCMS Northern Illinois District office is located at 2301 S. Wolf Road, Hillside, IL 60162 and supports more than 200 congregations in northern Illinois.

Flexibility to support the team with various projects and assignments as needed.

This is a part-time position of 15-20 hours per week.

Required Competencies, Knowledge, Skills and Abilities

Data entry experience required.

Confidentiality required.

Must have accuracy and attention to detail.

Good oral/written communication skills required.

Ability to multitask and prioritize while maintaining efficiency and quality of work required.

Strong critical thinking, problem solving and analytical skills required.

Proficient in Microsoft office (Outlook, Excel, Word), with strong Microsoft Excel skills preferred.

Experience with DonorPerfect management software preferred.

Experience with WordPress helpful.

High School Diploma or equivalent required. Associates degree in Business or college level accounting courses is preferred.

Qualified individuals should send a cover letter and resume to LeeAnn Acosta at

leeann.acosta@nidlcms.org

This organization does not discriminate in hiring or employment on the basis of race, color, national origin, sex, age, or disability, except with respect to positions that fall within the ministerial exception. Because, we are church body, The Northern Illinois District of the Lutheran Church-Missouri Synod retains the right to give preference in hiring to persons who are members in good standing of a LCMS congregation.

Filled with living hope in Christ, Confessing, Praising, and Advancing His Kingdom through Word, Wellness, and Witness. Our website can be found at nidlcms.org.