



Valencia Shelter Services

Data Entry/File Specialist

Reports to: Finance Director
Employment Status: Non-Exempt
Schedule: Full Time

Overview: The Data Entry/File Specialist performs the task of keeping all data entry and files up to date in accordance with organizational policies to provide adequate reporting to all funders and support to staff. As a member of the administrative team, provide assistance with supporting administrative duties when needed.

Responsibilities:

- Be courteous to all clients, staff, volunteers, and community members.
- Always seek to find a solution
- Proficient in computer systems and database management
- Answer phones and assist caller as much as possible
- Support the Administrative Team in any way possible

Qualifications:

- High School Diploma or GED
- At least one year working in a fast paced office environment
- Strong computer skills, both hardware and software
- Must have an understanding of the dynamics of victim services
- Must pass a CYFD Background Check

EOE