



## JOB ANNOUNCEMENT

### Data Management Specialist

One Call for All ([www.onecallforall.org](http://www.onecallforall.org)) is seeking a reliable, cheerful and efficient part time contract employee to manage the data entry processes for the Red Envelope Campaign.

#### Requirements

We are looking for someone who is independent, self-motivated, consistent, detail-oriented, and organized. Basic computer skills (Word, Excel, etc.) are required. Exceptional time management skills are required. Database experience is preferred but not required.

#### Schedule

Days and hours are flexible, but will require about 10 hours a week during our active campaign phase, October through January, and 5 hours per month February through September. During the active campaign phase, the Data Management Specialist will work about 10 hours a week, including around holidays and any travel or time off.

#### Compensation

This is a contract position that pays \$15-\$20/hr depending upon experience and efficiency.

#### Job Functions

- Enter donor and gift information obtained from OCFA donation forms into Salesforce.
- Merge online donation data into Salesforce.
- Maintain donor and nonprofit partner records.
- Maintain reports in Excel and occasionally use Word mail merge function.
- Work with the One Call for All bookkeeper to ensure bank records and donor data reports reconcile.

To apply: Send resume or summary of relevant experience\* to Tracey Denlinger, Executive Director, at [tracey@onecallforall.org](mailto:tracey@onecallforall.org) by July 30, 2019. Start date the week of August 5.

*\* Please note that a formal resume is not required. A simple email with a summary of relevant experience and qualifications (including the personal qualities listed in the "Requirements" section of this announcement) is sufficient.*