

SPRING DATA ENTRY ASSOCIATES

The Fresh Air Fund has provided free summer experiences in the outdoors to more than 1.8 million New York City children from low-income communities since 1877. Each summer, thousands of children visit either volunteer host families in rural and suburban communities along the East Coast and Southern Canada, attend six Fresh Air camps in New York's Mid-Hudson Valley, or participate in other outdoor programs run by The Fresh Air Fund. Young people also participate in year-round leadership and educational programs offered by The Fund. In Summer 2020, during the difficult realities of COVID-19 and the economic crisis, The Fresh Air Fund reimagined summer and developed new in-person and virtual program models to support youth in New York City. Summer 2022 marks the year that The Fresh Air Fund will bring back and run our traditional camp and Friendly Towns programs. For more information, visit www.FreshAir.org.

Position Summary

The Fresh Air Fund is recruiting Data Entry Associates to work on the Community Outreach, Partnerships & Support Services team under the supervision of the Project Coordinator. They will assist with all aspects of the application process by receiving and entering all paperwork in the CRM, and assisting with application review and completion. This is a hybrid role that will be 80% remote and 20% in-person. It may require evening and weekend hours.

Responsibilities

The Data Entry Associate will help with all aspects of the application process including entering all paperwork in the CRM, and communicating with NYC parents to complete child applications.

Responsibilities include, but are not limited to:

- Enter application data into internal database
- Scan and upload documents to applicant records
- Work closely with Project Coordinator to ensure data accuracy
- Work closely with the community outreach team to upload information in the CRM as necessary
- Assist with conducting virtual/ in-person information and orientation sessions regarding summer programs
- Other duties as assigned

Qualifications

- Must be 18+ years of age.
- Strong organizational skills and detail oriented.
- Outstanding interpersonal and communication skills.
- Comfort speaking with families over the phone and in person.
- Patient and friendly, with a high degree of professionalism.
- Strong computer skills.

the *Fresh Air* fund

because a summer can last a lifetime™

- Ability to work quickly and accurately.
- Bilingual and fluency in languages other than English a plus (e.g. Spanish, Mandarin, ASL).

Employment Period: February 2022 through late May / early June 2022

Hours per Week: up to 28 hours per week

Working Hours: Staff will be assigned work hours that fall between 9am-7pm, with shifts varying from 9am-5pm, 10am-6pm, and 11am-7pm

Compensation: \$15 / hour

Benefits: None

Application Instructions

To apply, please submit an application at: <https://freshairfund.workbrightats.com/jobs/>. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.