

SPRING DATA ENTRY ASSOCIATES

Since its founding in 1877, The Fresh Air Fund, a not-for-profit youth development organization, has provided free life- changing summer experiences in the outdoors to more than 1.8 million children from New York City's underserved communities. Young people also participate in year- round leadership. Career exploration and educational programs. For more information, visit www.FreshAir.org.

POSITION SUMMARY

The Fresh Air Fund is recruiting Data Entry Associates to work in 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 require remote and in-person attendance. 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 application review and completion
- 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).

The Fresh Air Fund requires all employees to be fully vaccinated against COVID-19, including eligible booster doses, or to apply for reasonable accommodation.

Employment Period: February 27, 2023 through May 26, 2023 - possible extension into Summer 2023

Hours per Week: 28 hours per week

Working Hours: Staff will be assigned work hours that fall between 9am-7pm

Compensation: \$15 / hour

Benefits: None

APPLICATION INSTRUCTIONS:

To apply, please submit a [Spring Data Entry Associate application](#). 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.