



## JOB OPENING

6.10.2019

POSITION TITLE: Data Entry Specialist  
PRIMARY LOCATION: VCP Office, 211 N. 13th St, Suite 303, Philadelphia PA 19107  
REPORTS TO: EAT360 Program Manager  
DEPARTMENT: SNAP-Ed  
STATUS: Part-Time, Non-Exempt, Seasonal (October – June)  
HOURS: 8-20 hours per **month**

### POSITION SUMMARY

Vetri Community Partnership (VCP) is a 501(c)3 organization working to empower children and families to lead healthier lives through fresh food, hands-on experiences and education. The organization currently facilitates culinary-education and nutrition-education programs in approximately 90 locations in the Philadelphia area.

VCP seeks a qualified Data Entry Specialist to enter reach and participation data for the EAT360 program in accordance with SNAP-Ed program requirements. The Data Entry Specialist will spend up to 75% of their time entering program data each month and will review data quarterly with program managers. The Data Entry Specialist will assist with internal program evaluation processes, including distributing, administering and gathering surveys. Internal evaluation processes may also include recording, storing and maintaining data sets. VCP will provide training on SNAP-Ed program, the online platform used for tracking SNAP-Ed program delivery as well as internal recording procedures.

This is a new position with the potential for additional hours and responsibilities as we extend our capacity for evaluation across all programs.

### SPECIFIC RESPONSIBILITIES

- Collect documentation forms from program coordinators
- Meet specified deadlines for entering nutrition education delivery and participant data into the STARTracks online system
- Maintain internal organization system for completed documentation forms
- Provide support for internal evaluation systems including storing surveys and student identification indexes
- Administer participant phone surveys as needed
- Communicate effectively with VCP team, program managers and coordinators regarding the documentation and record keeping process
- Maintain a regular monthly schedule of data entry and other duties as needed
- Coordinates volunteer efforts as needed to assist in reporting duties



#### WORK EXPERIENCE & SKILL REQUIREMENTS

- High school diploma or equivalent required
- Successful completion of PA Criminal Background Check, Child Abuse History Check, and FBI Fingerprinting record required
- Professional administrative or record keeping experience preferred
- Eagerness to maintain an organized workflow and implement policies that maintain a well-ordered work space
- Timely, clear and direct communication skills
- Confident computer skills with proficiency in Microsoft Word, Outlook and Excel
- Able to meet deadlines and demonstrate thorough attention to detail

#### BENEFITS

- \$18.00 starting hourly rate
- 1 Hour of paid time off earned for each 40 hours worked

#### APPLICATION PROCESS

- Visit [www.vetricommunity.org/careers](http://www.vetricommunity.org/careers) to complete the online application.

Vetri Community Partnership is an Equal Opportunity Employer. For more information visit [vetricommunity.org](http://vetricommunity.org).