



**Opportunity Zone Data Entry Specialist  
Indiana Black Expo Inc.  
Job Description**

**Department:** OpportunIndy

**Direct Reports:** No

**Report to:** Opportunity Zone Coordinator

**Employment Status:** Part-time

**FLSA Status:** Non-exempt

**Pay Status:** Hourly

YLM Opportunity Zone (“OZ”) is a collaboration of organizations, service providers and schools who work with opportunity youth in a geographic Opportunity Zone in the 46218 zip code area in Indianapolis to build a culture of achievement. These youth move through an opportunity pipeline that provides comprehensive support through middle and high school, college or career. The Connectors will work specifically in Beechwood Gardens and Hawthorne Place Apartment Communities.

**Position Overview:**

The Data Entry Specialist will work in tandem with OZ partners and community agencies that provide programs and service to the youth and families enrolled in the OZ Programs. The Data Entry Specialist is a part-time position and must be able to input data for the Opportunity Zone partners as it relates to the youth and parents enrolled in Opportunity Zone Program.

OZ has built a full continuum of supports with various service provider partners and schools. Your role is to connect families with the right resources from these partners, and continually inspire them along the way to reach even higher goals.

As a Data Entry Specialist, you will be a part of a unique team that works hand in hand with you to support families by getting them priority placement with our partner programs. In addition to great team members, you will have excellent tools at your fingertips – including a case management database which provides you with instant access to family goals so that you become part of a networked team of support for the family. Your position will track the success of each family using this tool.

**Essential Duties and Responsibilities:**

- Enters data by inputting alphabetic and numeric information using an established procedure and through a detailed web based interface.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered data by reviewing, correcting, updating, deleting, or reentering data; combining data from multiple systems when information is incomplete; purging files to eliminate duplication of data.
- Maintains operations by following policies and procedures; reporting needed changes.
- Prepare, compile and sort documents for data entry
- Check source documents for accuracy
- Obtain further information for incomplete documents



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- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Combine and rearrange data from source documents where required
- Enter data from source documents into prescribed computer database, files and forms
- Transcribe information into required electronic format
- Scan documents into document management systems or databases
- Check completed work for accuracy
- Store completed documents in designated locations
- Maintain logbooks or records of activities and tasks
- Respond to requests for information and access relevant files
- Print information when required
- Comply with data integrity and security policies
- Maintain own office equipment and stationery supplies
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost

**Minimum Core Competencies:**

- Accurate keyboard skills and proven ability to enter data at the required speed
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Working knowledge of office equipment and computer hardware and peripheral devices
- Basic understanding of databases
- Good command of English both oral and written and customer service skills
- Great attention to detail
- High school degree or equivalent
- Formal computer training an advantage
- Proficient in relevant computer applications such as MS Office
- Knowledge of correct spelling, grammar and punctuation
- Knowledge of clerical and administrative procedures

**Knowledge, Skills and Abilities Include:**

- Ability to learn and grow through a professional development plan process
- Knowledge of Indianapolis and the ability to develop and maintain strong relationships with Zone families
- Ability to work with Microsoft Office software including Word, Excel, Access and Outlook
- Ability to understand and effectively use technology and data management systems
- Knowledge of or willingness to learn about the cultural and internal barriers to family success in raising college and career-ready children
- Strong commitment to expectation that children grow up in the 46218 zip code can succeed in academics and college
- Experience in working effectively in multicultural environments

**Working Conditions:**

- Normal office environment with little exposure to excessive noise, dust, temperature
- Regular exposure to video terminals, on and off site event participation and periodic travel



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**ADA Requirements:**

- Communicate:** High frequency of communications by telephone, e-mail, facsimile, and face-to-face
- Dexterity:** High frequency of keyboard manipulation and paper handling
- Detect:** Required to review detailed proposals/forms/contracts, travel, and view computer monitor, and make individual and/or public presentations
- Stationary position:** Required to sit 50% of a shift and periodic standing for ticket sales and miscellaneous tasks
- Transport:** Required to lift boxes, equipment, and other materials weighing 50 pounds from floor, carry and load into vehicles or cargo, overhead reaching and movement of materials less than 25 pounds
- Traverse:** Required to ascend and descend stairwells

**Accountability:**

The Data Entry Specialist reports to the Opportunity Zone Coordinator.