



Kingdom Creations Enterprises

Data Entry Specialist Intern (Non-paid)

Reports to: Office Manager, Executive Director

Objective: The Data Entry Specialist is responsible for assisting the Office Manager with inputting and maintaining data in database for reporting purposes.

Responsibilities:

- Maintains and updates volunteer database.
- Maintains and updates class attendance database.
- Maintains and updates class prospects database.
- Maintains and updates donations and in-kind contributions database.
- Maintains and updates contact information, addresses, emails, telephone numbers in an excel spreadsheet.
- Manages donor software (if experienced).
- Utilizes access (if experienced), to achieve their goals.
- Produces reports as directed and makes relative suggestions for change.
- Complies with any duties or responsibilities deemed necessary by a supervisor or management.

Qualifications: Accuracy with data input and calculations, knowledge of Microsoft Word, Power Point, Outlook, Excel (or willing to receive training); detail oriented, proven ability to work independently, self motivated, works well with others, high School Diploma

Average Time Commitment: Five -Twenty hours per week; hours coordinated with the Office Manager.

Measure of Success: Completion of goals, amount of data entered each month; reports are prepared, problems are handled in a timely manner, interns are active and growing, available to other employees and interns, creates friendly and loving environment, good team spirit.



Benefits: Gain experience in building relationships and working with other people, play a key role in shaping organization, explore all avenues of the business and knowledge of how to run a business, stepping stone to future positions, opportunity to network on different levels, recognition, improve meeting management skills, gain experience that can be used on the job.

To Apply:

Email your resume to: mgordon9@peoplepc.com

-Or-

Mail your resume to: Kingdom Creations Enterprises

5555 Conner

Suite # 3052

Detroit, MI. 48213

Attn: Internship