



Employment Opportunities/ Job Openings

Data Input Specialist

Catholic Charities Atlanta is seeking a detail oriented **Part-time Data Input Specialist** to join our team. Working knowledge of computers, Microsoft Suite and proficient typing skills (30 wpm) required. Must also have good communication skills, both written and oral, good customer service skills and working knowledge of office equipment. Knowledge of GALIS and BEST Plus/ Literacy a plus. This is a part-time approximately 10 hours per week position.

SPECIFIC RESPONSIBILITIES:

1. Collects, maintains and logs accurate documentation of volunteer hours, student program attendance, lesson summaries and student progress, as directed by immediate supervisor.
2. Attends all required TCSG and departmental/agency meetings and trainings.
3. Consistently meets identified benchmarks and outcomes as prescribed by immediate supervisor and grant funding.
4. Assist Adult Education Services Manager to maintain accurate, thorough and up to date case records on all clients, in accordance with Agency/Program policies and procedures and funder regulations.
5. Works with staff of Adult Education Services/CCA Volunteers to maintain accurate student data.

Please submit a resume and cover letter that details your interest in working for Catholic Charities Atlanta to:

ccaemployment@ccatlanta.org