



Data Entry Associate

The Data Entry Associate is primarily responsible for the timely input of data into two respective databases. This person will work closely with the Crisis Line Coordinator to assure 100% accuracy in entry and reporting of all data. The Data Entry Associate will be required to successfully complete WISE's 30 hour advocacy training granting her/him privileged communication, as they will be handling confidential information.

Hours: .5 FTE part time, hourly.

Reports to: This position reports to the Crisis Line Coordinator.

Job Responsibilities

Data and Evaluation:

- Working closely with the Crisis Line Coordinator to assure accurate and timely documentation of victim and prevention data in accordance with WISE's data collection and reporting requirements, including campus specific reports.
- Input data into respective databases with 100% accuracy as verified by the NHCADSV.
- Remain up to date on standards, requirements and updates to the database systems.

General Staff Participation

- Attend community, staff, and/or Board meetings, trainings and/or conferences as requested by the Executive/Program Director.
- Participate in the strategic and annual planning processes of WISE.
- Perform other duties for the overall functioning of the organization and those duties as requested by the Executive Director and the Crisis Line Coordinator.

Qualifications:

- Bachelor's degree preferred.
- Clear and demonstrated technical skill for data entry and reporting.
- Computer literate in *at least* Microsoft Suite including especially Outlook, Word, Access and Excel, and WWW.
- Strong grounding in and commitment to social change advocacy and a feminist framework for understanding gender-based violence.
- Reliable transportation, valid driver's license, required minimum vehicle insurance coverage.
- Able to spend periods of time sitting and standing, to lift 40 pounds.
- Experience in the field of domestic or sexual violence survivor advocacy or prevention, and/or excellent knowledge of issues of domestic and sexual violence a plus.
- WISE requires all employees to submit criminal background and driver's license checks, employment is dependent on findings.
- Successful completion of the WISE Advocate Training Program within 3 months of hire.

All WISE employees are expected to honor staff values and practice ethical communication.

WISE encourages diversity in applications. Cover letter and resume can be submitted
Attention: Kaitie Chakoian-Lifvergren at the WISE Program Center 38 Bank Street,
Lebanon NH 03766 or Volunteers@WISEoftheuppervalley.org