

Urban League of Greater Pittsburgh, Inc.
610 Wood Street
Pittsburgh, PA 15222-2222
412.227.4802

JOB ANNOUNCEMENT

Job Title: Data Entry Specialist/Van Driver
Department: Family Growth and Child Development Department
Reports To: Project Director
Salary: Commensurate with Education and Experience (Exempt)

Note: *The Urban League of Pittsburgh will consider qualified applicants without regard to race, national or ethnic origin, religion, sex, color or handicap. This position is funded under the Allegheny County Department of Human Services Contract. Funding is contingent upon annual appropriations.*

Summary of position:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs safe driving of 7 passenger van, as well as a variety of clerical, data entry and administrative tasks for the East Hills Family Support Center. Applicant must have a commitment to total quality and continuous improvement in the delivery of administrative clerical and data support services. *Family Support programs are strengths-based programs that operate according to the principles of family support.*

Basic Responsibilities:

- Commitment to total quality and continuous improvement in the delivery of customer service.
- Safely transporting families to and from designations
- Monitor and provide food bank services
- Assure incoming calls are answered in a timely and positive manner.
- Ensure that initial contact with families is smooth and seamless and that families are appropriately directed to the proper person, provided internal and external resource information.

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Position Responsibilities:

- Provide access to the building for visitors.
- Conduct monthly supply inventory audits.
- Complete purchase orders for Project Director's review and signature.
- Maintain and update paper and database files.
- Answer phones and route call to appropriate person.
- Maintain and operate office equipment (e.g., copier, fax, computer, telephone system, etc.)
- Manage the collection, input, processing and reporting of data through the LIFT.
- Attend LIFT trainings presented by the University of Pittsburgh's Office of Child Development, including trainings related to forms and reports, Microsoft Access and queries.
- Attend LIFT User's Group meetings when scheduled.
- Stamp all incoming mail by date received and forward to the Project Director.
- Manage paperwork and distribution of emergency food.
- Check invoices for completeness and accuracy.
- Provide transportation as needed for program participants and center-based activities.
- Provide transportation to dental/medical and other authorized appointments for intensively enrolled families.
- Perform routine vehicle safety and maintenance checks
- Organize and maintain a clean, safe environment
- Perform required paperwork and other reporting requirements
- Assist with center activities
- Attend all necessary program meetings and trainings
- Perform all other duties as required

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Essential Education:

- High School Diploma, Associate Degree in Administrative Office Management or related field, or three (3) years of experience

Knowledge:

- Knowledge of statistical reporting and record keeping
- Ability to relate to people and transfer knowledge and information
- Experience with data entry and database management
- Excellent written and verbal communication skills
- Ability to work well under pressure and maintain order in a fast paced environment
- Proficient in Microsoft Office Suite (Word, Access, Power Point and Excel) applications
- Strong organizational and problem solving skills
- High level of initiative and follow through

Note applicant must have:

- Act 33/34 and FBI clearances
- Wear appropriate business attire (no jeans or tennis shoes)
- Must obtain/maintain CPR/First Aid Certificate
- PA Driver's license and no traffic violations within last 3-5 years

Interested candidates should forward a cover letter and resume to: (no phone calls please)

Val Chavis, Project Director
Urban League of Greater Pittsburgh
East Hills Family Support Center
2320 (rear) East Hills Driver
Pittsburgh, PA 15221
vchavis@ulpgh.org

Approved by: Karen L. Garrett, Vice President of Program and Services

Posting Date: Tuesday, October 10, 2017

Closing Date: Tuesday, October 24, 2017 or until filled