



Recruiting Community Outreach Data Entry Interns for the 2017-18 Academic Year!

Since 1877, The Fresh Air Fund has unlocked the limitless potential of 1.8 million New York City children from low-income communities. Each year, nearly 7,000 children enjoy outdoor summer adventures through visits with volunteer host families along the East Coast and in Southern Canada and at The Fund's five overnight camps in Fishkill, NY. Fresh Air children also participate in year-round leadership and educational programs.

The Fresh Air Fund is recruiting Data Entry Interns to work with our Community Outreach Team. This Seasonal/Part-Time position is for a maximum of 20 hours per week, which may include evenings and weekends. Interns must be able to start on or about November 1, 2017 with a possibility of working through August 2018.

Data Entry Interns

Data Entry Interns work directly with our Project Coordinator to receive and enter all child applications for our summer sleep-away programming.

Responsibilities:

- Enter applicant data into internal database
- Scan and upload documents to applicant records
- Work closely with the Project Coordinator to ensure data accuracy
- File processed documents
- Other tasks as required

Qualifications:

- Previous data entry experience a plus
- Strong computer skills
- Ability to work quickly and accurately
- Ability to work with minimal supervision
- Detail oriented
- Bilingual and fluency in languages other than English (such as, Spanish and Chinese)

This is a paid internship, but can also be taken for school credit. To apply, please email a cover letter and resume to apply@freshair.org with **Data Entry Internship** in the subject line. No phone calls please.

The Fresh Air Fund is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin, or disability.