



Recruiting a Seasonal Data Entry Coordinator for 2018-2019!

BACKGROUND

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, thousands of 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 currently recruiting a Seasonal Data Entry Coordinator to work part-time (15-20 hours/week; schedule flexible) within our Friendly Towns Team from January through August.

Friendly Towns, is a signature program area for FAF from the organization's historical roots. Today, Fresh Air children are recruited from communities across New York City and welcomed into the homes of volunteer host families across 13 states from North Carolina and Virginia to Maine, and into southern Canada for a one to two-week visit. A robust network of over 400 volunteers serve as key ambassadors and program partners in communities. These volunteers are recruiters for new volunteer host families, interview prospective families, support local outreach and marketing opportunities, and support the summer season of FAF children visiting the area. The Friendly Towns' program is supported by a team of professionals in NYC's FAF offices and works collaboratively with the various portfolios in the organization.

FUNCTION

The Fresh Air Fund is seeking an organized and proactive individual with strong attention to detail to serve as the Data Entry Coordinator for the Friendly Towns Department. This seasonal position will serve as an integral member of the Friendly Towns team supporting full-time staff and volunteers, working on a series of projects, outlined below, along with additional projects as assigned.

RESPONSIBILITIES

The following projects outline the Coordinator's primary responsibilities:

Host Application Process:

The Coordinator will be responsible for entering data from all Host Family applications received for summer 2019. The Coordinator will process and enter all information into The Fresh Air Fund's database, and work with full-time staff on any questions or concerns that arise. The Coordinator will be responsible for ensuring an efficient and accurate process for entering all data for the Friendly Towns Team.

Background Check Process:

The Coordinator will be responsible for entering and processing all background checks through our background check vendor. This process involves entering data, connecting the data with The Fresh Air Fund's database, and ensuring that updates from the vendor are accurately reflected in The Fresh Air Fund's database. The Coordinator will work with the Director of Friendly Towns and the full-time staff when there are decisions to make regarding program eligibility.

REQUIREMENTS/SKILLS

- Impeccable attention to detail
- Enter all data accurately and efficiently
- Highly developed organization skills
- Ability to manage competing priorities
- Able to work efficiently and quickly while maintaining accuracy
- Strong and effective communication skills, written and verbal
- Excellent computer skills
- Willingness to learn
- Patient, friendly and respectful
- High degree of professionalism and ability to safeguard private information
- Experience with volunteers and/or history of volunteer service preferred
- BA preferred but not required

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.

To apply, please send cover letter and resume to Leona Johnson, The Fresh Air Fund, 633 Third Ave, 14th Floor, New York, NY 10017, email ljohnson@freshair.org, or fax 212-681-0238. Please no phone inquiries.