

**INSTITUTE FOR NONVIOLENCE CHICAGO**

**POSITION TITLE:** Data Entry Specialist

**REPORTS TO:** Director of Data and Tech Operations

The Institute for Nonviolence Chicago's mission is to end the cycle of violence using Dr. Martin Luther King, Jr.'s principles and teachings of nonviolence. Informed by a philosophy of nonviolence, Nonviolence Chicago will establish caring and sustained relationships with participants engaged in the cycle of violence. We will emphasize partnerships with community members, leaders, social service providers, and local law enforcement to reduce community levels of violence. We will help create a safer, healthier environment for young adults, youth, and their families. These general approaches will be specifically addressed using for major methods: Community Violence Intervention (CVI) / Street Outreach, Individualized Service Provision, Victim Support Services, and Nonviolence Training.

**POSITION OVERVIEW:** Reporting to the Director of Data & Tech Operations, the Data Entry Specialist is a key member of the data department and plays a critical role in ensuring the accuracy and effectiveness of our data collection and grant reporting. This position is responsible for accurately, efficiently and reliably entering and updating data in our database, helping to manage and organize program data flows, and pulling spreadsheets for grant reporting purposes. This position is also responsible for reviewing data in our database, identifying potential issue areas and elevating them as needed. The Data Entry Specialist will also foster digital and data literacy among front-line staff by providing trainings on how to utilize the database. This position requires a blend of technical proficiency, strong attention to detail and interpersonal skills to support our frontline staff.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

- Efficiently, accurately and reliably enter data into INVC's internal database and other relevant platforms
- Support the preparation of monthly and quarterly reports for funders by pulling and reviewing spreadsheets while ensuring data integrity and adherence to established reporting formats
- Collaborate with the data department supervisor to complete the weekly internal data report
- Provide training and support to front-line staff members on data entry procedures
- Communicate regularly with program staff and help manage and organize program data flows
- Assist in the creation of new data reports that will support the overall operations of the organization
- Review the database, identify data inconsistencies, work to address them, and elevate them as needed
- Support director in responding to timely requests as they arise

**QUALIFICATIONS:**

*Required*

- Bachelor's degree **and/or** equivalent work experience with a range of data sets: sensitive and/or confidential, small to large, complex and/or administrative data, external and internal data
- Proficiency in Excel, including data cleaning and maintenance tasks
- Familiarity with desktop and cloud-based file management systems (e.g. OneDrive, Google Drive)

- Strong attention to detail and effective time management skills
- Excellent verbal and written communication skills
- Capacity to problem-solve within a fast-paced environment while maintaining collaborative relationships
- Demonstrated ability to work autonomously as well as part of a team
- High degree of integrity and absolute respect for confidentiality

*Preferred*

- Familiarity with Chicago neighborhoods and the fundamental drivers of violence
- Experience with database or client tracking systems (e.g. CiviCore, Apricot, RedCap, Salesforce, VAN)
- Experience with data visualization tools (e.g. Tableau, Power BI)
- Familiarity with programming languages (e.g. SQL, Python) and basic understanding of data analysis techniques
- Previous exposure to handling confidential or sensitive information
- Background in violence prevention, community-based organizations, or nonprofits

**SALARY/BENEFITS:**

Compensation is commensurate with years of related experience, position requirements, and candidate qualifications. **The average salary for the position is \$45,000.** Competitive benefits package available, including Health, Life, and 401K.

**To apply, please send a cover letter along with your resume to [hire@nonviolencechicago.org](mailto:hire@nonviolencechicago.org).**

**Institute for Nonviolence Chicago -- EEO Statement**

Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.