



Law Project of Pennsylvania

a non-profit, public interest law firm

DATA ENTRY CLERK PART-TIME POSITION AVAILABLE

AIDS Law Project of Pennsylvania (ALPP) seeks a part-time data entry clerk to work twenty (20) hours a week in our Philadelphia office. The Data Entry Clerk will be responsible for entering data, maintaining files and providing front office support. ALPP is a nonprofit, public-interest law firm that provides legal representation, advocacy, advice and referrals to people living with HIV throughout Pennsylvania and Southern New Jersey.

Application Instructions: Please send a cover letter and resume to jobs@aidslawpa.org with "Data Entry Clerk" in the subject line. Your cover letter should describe your interest in working for ALPP. Applications will be reviewed and considered on a rolling basis until the position is filled.

Essential Job Functions:

1. Enter data from client intake forms and case closing forms into computer database.
2. Maintain client database by entering new and updated client information.
3. Enter agency financial data.
4. Generate reports.
5. Front desk receptionist back up.
6. Filing.
7. Other administrative duties as assigned.

Requirements:

1. Fast typing speed.
2. Basic database software knowledge.
3. Accuracy.
4. Verbal and written communication skills including spelling and grammar on a high level.
5. Attention to detail.
6. Ability to use standard office equipment.
7. Organizational and time management skills.
8. Basic knowledge of database structures.
9. Ability to work in an environment of clients and colleagues who are diverse in race, sexual identity, ethnicity, sex, class, sexual orientation and nationality.

Work Hours: Monday through Friday 9:00 AM – 1:00 PM.
Hourly Wage: \$15.00 an hour.

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1211 Chestnut Street • Suite 600 • Philadelphia, PA 19107

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www.aidslawpa.org