



Job Description: Temporary Data Entry Assistant

Basic Rights Oregon is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions and identities are encouraged to apply.

ABOUT BASIC RIGHTS OREGON

Basic Rights Oregon is the state's largest grassroots organization dedicated to ending discrimination based on sexual orientation and gender identity. Founded in 1996 and headquartered in Portland, Basic Rights Oregon is a progressive, statewide nonprofit organization. For more information, visit www.basicrights.org.

POSITION OVERVIEW This position is responsible for coordinating Basic Rights Oregon's data entry from various Pride events around Oregon. The position is temporary and will conclude once the project is finished. Basic Rights Oregon is the state's LGBTQ2SIA+ policy organization and encourages underrepresented folks to apply, including gender diverse and BIPOC people.

The Temporary Data Entry Assistant will input the data into relevant databases in a timely and accurate manner. They will also identify and correct any errors, and swiftly bring them to the attention of relevant parties where necessary. The Temporary Data Entry Assistant must have excellent communication skills, be proficient in Excel and be comfortable with web-based databases.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Regular and consistent attendance is an essential function of this position.

- Inputting data from sign-up sheets into our EveryAction database.
- Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
- Entering and updating information into relevant databases.
- Locate and correct data entry errors and/or report them to the supervisor.
- Compile, sort, and verify the accuracy of data before it is entered.
- Perform other duties as assigned.

Education and Experience:

- 2 years of data entry experience (Recommended)

Physical Requirements:

- Ability to sit at a desk for long periods of time

- Ability to work at a computer for long periods of time

Job Type:

- Full-time, hourly non-exempt. Temporary until project completed, not to exceed one year.

Compensation:

- \$21.50 per hour

Schedule/Location:

- Flexible depending on the preference of employee & supervisor
- Work can be done virtually anywhere in Oregon

TO APPLY:

Please send a cover letter, resume and the names and contact information for three references electronically by August 31 to Janice Lorenzana at janice@basicrights.org. The subject line must include “Data Entry Assistant -[Your Name]” to be considered.

Previous applicants to Basic Rights Oregon are encouraged to reapply.