**Job Description**

**Title: Bilingual Data Entry Specialist – Food Pantry**

**Position Type: Part-Time (25 hours per week)**

**Job Summary:**

Seeking a detail-oriented and bilingual individual to join our Nutrition Center team as a Data Entry Specialist. This role involves client intakes, data entry and reporting, as well as assisting with stocking and organizing food for distribution. With 70% of our client base being Spanish-speaking, fluency in Spanish is essential for this position. The ideal candidate will have strong computer proficiency and a commitment to serving our community. The ability to lift 25+ lbs. is helpful but not required.

**Responsibilities:**

* Conduct client intakes, ensuring accurate and efficient data collection.
* Perform data entry tasks, including maintaining up-to-date and accurate records.
* Generate reports as needed.
* Assist with organizing and stocking food items for distribution.
* Maintain a clean and orderly workspace in the food pantry.
* Provide friendly and respectful service to all clients and team members.

**Qualifications:**

* Bilingual required: Ability to communicate fluently in English and Spanish
* Strong computer proficiency, including familiarity with data entry and reporting tools (e.g., Microsoft Office, Excel, will train on our reporting software).
* Excellent organizational and multitasking skills.
* Ability to work independently and as part of a team.
* Physical ability to lift up to 25 lbs. is helpful but not required.
* Criminal background check required

**Schedule:**

Mon 11 am – 4 pm

Tuesday 9:30 am-3:00 pm

Thurs & Fri 8:30 am-2:30 pm

**Compensation:**

$18/hour

If you are passionate about helping others and meet the qualifications, we encourage you to apply and make a meaningful impact in our community.

**How to apply:**

Send a resume to: info@jeremiahisnn.com