



## Data Entry Clerk

The Food Trust, founded in 1992, grew out of a desire to bring affordable, nutritious, fresh fruits and vegetables to people in the inner city. Now in its second decade, The Trust's mission has expanded to ensure that everyone has access to affordable, nutritious food.

The Food Trust is seeking an energetic and committed individual to support the growth and success of agency programs. The data entry clerk will provide general administrative/clerical support.

**Hours:** 40

**Position Schedule:** 9 - 5

**Location:** Center City, Philadelphia

**Responsibilities include:** Inputting information from documentation forms into a web based database system, answering phones, copying prepared training materials and distribute incoming mail. Maintain office files and order supplies; perform other duties as assigned.

**Qualifications:** High School diploma or equivalent required; a minimum of 1 year administrative/secretarial experience or an equivalent combination of education and experience.

Candidate must be detail-oriented, flexible, creative, and productive under pressure. Excellent word processing and database skills; proficient in MS Word, Outlook, and Excel (PowerPoint highly desirable); willingness to learn new technologies as needed; ability to work independently and handle multiple tasks simultaneously with attention to detail and accuracy; excellent communication and organizational skills.

**Salary:** Competitive, based on education and experience.

**Job Open Date:** Immediately

**To apply:** E-mail your résumé and cover letter to [contact@thefoodtrust.org](mailto:contact@thefoodtrust.org). Please reference "Data Entry Clerk" in the subject line. Please do not call.

*The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability, or sexual orientation. People of color are encouraged to apply.*