

**Voces Latinas  
Job Description**



**POSITION:** Data Entry Specialist - Full-Time

**SALARY:** \$40,000 (35 hours a week)

**REPORTS TO:** Director of Programs

**Mission:** Voces Latinas (VL) aims to reduce the rate of HIV transmission among immigrant Latinos by empowering, educating, and providing leadership and advocacy training to enable them to make healthier decisions for themselves and their families. Through collaborative relationships, we connect immigrant Latinos with culturally and linguistically sensitive resources and services to address their immediate needs, which allows them to identify with their risk for HIV/AIDS.

Voces Latinas reaches close to 3,000 immigrant Latinas each year through its outreach and programs which include: HIV and STI counseling and testing; linkage to care; Spanish HIV educational workshop series; Saturday arts and crafts support group session for isolated immigrant Latinas; supportive case management and individual counseling for Latinos who are at risk of or living with HIV including access to pre-and-post exposure prophylaxis (PrEP/PEP); connection to culturally and linguistically appropriate services; providing *Promotoras* (peer advocates) trainings yearly to become peer leaders; hold public forums and events; provide intimate partner violence prevention and intervention to immigrant Latinas; community mobilization project which involves partnering with local businesses. VL also provides support to young men who have sex with men (YMSM) through an evidence based intervention called Holatinos as well as HIV prevention that includes testing and connection to PrEP/PEP.

Voces Latinas seeks a skilled Data Entry Specialist to ensuring timely entry of program data, provide staff support on data entry, producing monthly reports, conducting quality assurance and quality improvement, and incorporating programs into the organization's universal data system (ETO).

**Essential Duties/Responsibilities:**

- Maintain and manage ETO client database, (inputting data, producing monthly reporting, updating and aligning with agency's structure and procedures)
- Incorporate new programs into the ETO system
- Get familiar with government data systems (e-Share, AIRS)
- Conduct quality assurance
- Overseeing the entering of all program data into the corresponding database
- Communicate with program staff around data collection procedures
- Attend data entry training
- Be the point person for all data entry procedures
- Train staff when necessary on data collection and data entry procedures
- Analyze data accordingly when necessary
- Work closely with program coordinators and fiscal staff to verify data
- Communicate with funding sources to ensure data entry and data collection efficacy
- Other duties as required

**QUALIFICATIONS:**

- A.A. or B.A. or working towards a degree in community service, program evaluation, office management, data entry, or data evaluation
- Familiar with Microsoft Office (Excel, Access, Word, etc.)
- Familiar with Case Management databases like ETO/Apricot

- Familiar Business Objects is a plus
- Sensitivity to and experience with the needs and circumstances of people with or at risk for HIV.
- Interest in community
- Commitment to serve as a personal value
- Excellent written and oral communication skills
- Strong interpersonal skills
- Well organized and attentive to detail
- Ability to work independently and as part of a team
- Ability to interact with individuals in a diverse environment
- Cultural sensitivity and self-aware
- Receptive to constructive feedback
- Willing to learn and be flexible
- Ability to read, write and speak English and Spanish fluently

*Voces Latinas offers a competitive compensation and fringe benefits package including health insurance, short term disability, family medical leave, and generous vacation/sick/holiday leave.*

Voces Latinas is an equal opportunity employer and complies with all federal, state, and local laws which prohibits discrimination in employment. People of color, Afro-Latinx, trans people, women, intersex people, people who have lived in poverty, people with disabilities, immigrants, and lesbian, gay, bisexual, and queer people are strongly encouraged to apply.

**Please send cover letter and resume to:**

**Lissette Marrero, MSW – Human Resources at [lmarrero@voceslatinas.org](mailto:lmarrero@voceslatinas.org)**