

**DCW – National Capital Chapter
Washington, D.C.
Data Entry Assistant (Temporary position-1-3 months assignment)**

The National Multiple Sclerosis Society is a collective of passionate individuals who want to do something about MS now – to move together toward a world free of multiple sclerosis. MS stops people from moving. We exist to make sure it doesn't.

The National Capital Chapter of the National MS Society is currently seeking a Data Entry Assistant for our office located in Washington, D.C.

This is a “**hands-on**” IT position providing data-entry, maintenance of enterprise databases and customer service.

The individual in this role will accomplish the responsibilities below by utilizing the National MS Society database application tools. Primary responsibilities include:

Data Entry – Accurately keying and maintaining all data into Society enterprise database systems (Convio and Altair); as well as ensuring the recording of donations, registrations, communications & mailings, is done on a timely basis.

Data Reporting – Generating and reporting on standard data queries. Reporting will also include the preparation of thank you letters for gifts.

Incumbents will possess:

- § Associate degree or equivalent level of experience.
- § Strong data entry and keyboarding skills.
- § An attention to detail and accuracy of work are paramount.
- § Ability to work in a “matrixed” organizational structure is a plus.
- § Experience working with a non-profit organization, association or agency is a plus.

Technical Skills Required

- § Data Entry
- § Microsoft Office 2010
- § Windows 7 Operating System
- § Experience with Database Management Software
 - Convio or other Blackbaud software preferred

Please email resume to HRDC@nmss.org. No phone calls please.

The National Multiple Sclerosis Society is an equal opportunity employer and is committed to recruiting a diverse pool of candidates. EOE/M/F/D/V.