



Open Doors  
Job Description

Job Title	Program
Data Entry Specialist	Open Doors Atlanta
<b>Role Mission</b>	
<p>To enable Open Doors to achieve its goal of meeting housing needs for 1000 people each year by ensuring we have data integrity for seamless systems that allow efficient placement of households in suitable partner properties.</p>	
<b>Role Scope</b>	
<p>Working in conjunction with product and technology system users, developers, nonprofit service providers, property management teams, case management teams, and other interested stakeholders, this role will be responsible for defining processes for data coordination, integrity and entry to support major systems.</p> <p>This role will be based in Open Doors' corporate headquarters in Atlanta, and will report to the Product &amp; Technology Director. The role will be responsible for coordination of activities that support data integrity and data entry to support seamless systems and outcomes for Open Doors.</p>	
<b>Critical Role Outcomes</b>	
<ul style="list-style-type: none"> <li>• Ensure systems improve efficiency by facilitating and managing data integrity standards within Open Doors and aligned with Property and Nonprofit partners</li> <li>• Provide customer-centric results and service to support organizational insight-driven, technology-enabled activities and strategies</li> <li>• Facilitate the development and maintenance of high-quality data entry opportunities for the organization</li> <li>• Development and socialization of policies, procedures, and enhancements to support data quality and integrity throughout Open Doors</li> <li>• Provide data entry of current and backlog initiatives that empower insights to support the development of regular and customized reporting initiatives, including the annual report, quarterly board meetings, monthly stakeholder newsletters, grant administration, and ad hoc requests</li> <li>• Initiate critical insights that support the maintenance of existing and development of new KPIs and organizational metrics</li> </ul>	
<b>Role Structure</b>	
<b>Report to:</b>	Product & Technology Director
<b>Manage/Supervise:</b>	As assigned by Product & Technology Director
<b>POSITION SPECIFICATIONS</b>	
<b>Critical Experiences</b>	
<ul style="list-style-type: none"> <li>• Working alongside various stakeholders to define critical requirements and identify opportunities for data continuity and KPIs</li> <li>• Working alongside property management, partnership, and operations teams to describe outcomes and work streams to achieve system wide improvements</li> </ul>	



## Open Doors Job Description

- Mastered communication technical and nontechnical audiences within all levels of the organization from senior leadership to data administrators
- Mastered project management and organization of competing work streams.
- Willingness to roll up their sleeves to help get the job done
- Demonstrated ability to recommend and complete professional development opportunities to obtain necessary skills to enhance work products and system knowledge, including Salesforce certifications
- Experience with database software

### Core Competencies

**Continuous Improvement (Strength)**- Operates comfortably with repeat processes and looks for opportunity to affect change that enhances outcomes for the organization. Seeks ability to define and refine processes and information for ease of use

**Collaboration- (Strength)** Identifies, proactively considers, and brings together the right people to meet business needs; finds common ground and solves problems that meet diverse stakeholder needs; contributes effectively outside of core responsibilities to improve team effectiveness; promotes and celebrates team accomplishments before individual accomplishments.

**Communication (Strength)**-Communicates to achieve buy-in and consensus from people who share different views; delivers credible and influential messages that have the desired effect; shares important information openly, directly, candidly, and proactively.

### 5. Salary and Benefits

90-day contract position with no Paid Time Off or Benefits.

### 6. Work site

Employee will work at program office and remotely as permitted

- Program Office – 2872 Woodcock Boulevard, Suite 211; Atlanta, GA 30341