



EMPLOYMENT OPPORTUNITY

Data Processing Specialist

Accredited by the Association of Zoos and Aquariums, award-winning Woodland Park Zoo in Seattle is famed for pioneering naturalistic exhibits and setting a standard for zoos all over the world. The zoo is helping to save endangered species in Washington State and around the world. By inspiring visitors and others to learn, care and act, Woodland Park Zoo is making a difference in our planet's future.

This is your opportunity to join the dynamic External Relations team at Woodland Park Zoo. Applications are now being accepted for Data Processing Specialist in the Development Services department. There is one part-time, temporary, non-benefited position to be filled at this time. The pay rate is \$15.00 per hour.

SUMMARY

The Data Processing Specialist is responsible for providing data entry and data quality assurance to support the work of the External Relations Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Batch incoming membership materials and review information to ensure that all data is accurate.
- Enter membership information into the Raiser's Edge database in the appropriate fields.
- Balance and proof membership orders by comparing to membership applications to final report.
- Perform data entry tasks for NetCommunities sign up requests, NetCommunities profile updates and gift card purchases.
- Enter miscellaneous information including, but not limited to, address corrections, telemarketing responses, solicit codes as well as general database clean-up.
- Perform tasks to support database integrity and accuracy for data analysis.
- Maintain and adheres to policies around information gathering and sharing in accordance with professional ethics standards. Safeguards the confidentiality of donor information at all times.
- Assist with other development activities as needed.
- Perform other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work independently, handle confidential information with discretion, and meet deadlines required.
- Proficiency in using database systems and strong computer skills using Microsoft Windows required. Experience with The Raiser's Edge is desired.
- Excellent verbal and written communications, organization and problem-solving skills.
- Proven attention to detail required.
- Commitment to the mission of the zoo and the institution's Core Values.

EDUCATION/EXPERIENCE

Bachelor's (B.S. or B.A.) degree from an accredited four-year college or university and two years related experience; and/or an equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

No certificates, licenses or registrations required.

COMPUTER SKILLS

Strong computer skills including proficiency working with: Microsoft Office, particularly Word, Excel, PPT and Outlook; Windows environment, relational databases; and advanced Internet research and navigation skills. Ability to accurately keyboard at a minimum of 45 WPM and 10-key experience and proficiency required. Experience with The Raiser's Edge is preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to sit, talk or hear. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job is performed in a typical office environment. The noise level in the work environment is usually moderate.

APPLICATION DIRECTIONS

Applications are only accepted online through our Jobs page at www.zoo.org; no other forms of application will be accepted. **Cover letter and resume are REQUIRED when applying for this position.** NO PHONE CALLS PLEASE.

APPLICATION DEADLINE: April 16, 2014

Woodland Park Zoo is an equal opportunity/affirmative action employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, disability, veteran's status, sexual orientation, or gender identity/expression.