



Job Opening: Administrative Assistant/Data Entry Specialist

About HARC

HARC, Inc. (Health Assessment and Research for Communities) is a nonprofit 501(c)3 organization, founded in 2006, located in Palm Desert, CA. Visit www.HARCdata.org to learn more about us, our team, and what we do.

HARC provides research and evaluation services that relate to health, wellness, and quality of life. HARC conducts community-based research.

Our research and evaluation is focused on improving lives where people live, work, learn, and play. To HARC, “health” includes all the social determinants of health, like education, housing, safety, economic stability, employment, and equity.

HARC provides the information that organizations need to do their best work and improve lives. Our clients and data users are other organizations—including nonprofits, educational institutions, businesses, cities, and county departments. We help them to better understand the needs in their community and to measure the impact their work is having.

We have two major lines of work:

1. The triennial Coachella Valley Community Health Survey
2. Customized research and evaluation consulting for clients (primarily nonprofits)

We currently have six staff members: the Chief Executive Officer, the Administrative Manager, and four members of the Research Team.

Diversity, Equity, and Inclusion

HARC is committed to fostering a diverse workforce, and maintaining a workplace that is equitable, inclusive, and safe for all employees. From recruiting practices, to pay and benefits, promotions, and all other aspects of employment with us, an environment of equity is of the utmost importance.

We not only recognize that our employees comprise a wide range of backgrounds and characteristics, but we believe those differences should be celebrated and valued. Whether it is race, religion, gender, national origin, ancestry, color, language, age, marital status, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition, veteran status, or any other characteristic, these are parts of each of you that contribute to your experiences as humans, and ultimately to the knowledge and expertise that make you an asset to HARC.

About the Job

Position Title: Administrative Assistant/Data Entry Specialist

Location: Palm Desert, CA

Position: Full-time (1 FTE)

Reports to: Administrative Manager, Theresa Sama

Description: This position will be approximately half-time as an Administrative Assistant and approximately half-time as a Data Entry Specialist, creating one full-time position. The Admin Assistant/Data Entry Specialist will provide administrative support to the Administrative Manager as well as assisting the research team with entering data from paper surveys into online forms.

Primary Responsibilities:

- **Administrative Assistant Role:** *Under the Administrative Manager*
 - Answering the phone, transferring calls as appropriate, taking messages
 - Office filing (paper copies and computer files), printing, scanning
 - Keeping Board Rosters up-to-date on the server and online
 - Updating Board and Staff Handbooks annually
 - Support on annual audit, including compiling requested files from records
 - Correspondence, especially thank you letters for all grants and contributions received; includes using templates to write the letters, getting approval for the letters, printing and mailing letters to recipients, scanning and filing copies for our records
 - Maintain office supplies and inventory
 - Run errands, such as to the post office, to get office supplies, etc.
 - Check office mail, dispose of junk mail, set aside checks/invoices for Administrative Manager, scan and forward relevant letters to staff
 - Maintain record retention in storage and file cabinets, assist in preparing for shredding for records that can be disposed of
 - Keep Labor Law Compliance Posters up to date in the office; send out virtual copies to staff as well
 - Take minutes at various Board and Committee Meetings as needed
- **Data Entry Specialist Role:** *Under the Research Team*
 - Getting returned surveys from the mail, sorting them
 - Entering data from paper surveys into an online survey; includes both closed-ended questions and typing in responses from open-ended questions (i.e., understanding handwriting)
 - Archive paper surveys that have been entered into file cabinets; keep them organized and neat

Schedule

- Work is typically performed between 8:30 am and 5:00 pm, Monday through Friday, but there is flexibility; outside of calendared meetings/other obligations, work can be done when it is convenient for the employee.
- Flexplace is allowed and encouraged to support work-life balance. For this particular position, the employee will be expected to spend a few hours in the office approximately twice per week; the rest of the work can be done remotely.
- Occasional weekend, early morning, or evening work will be required approximately twice per month.

Working Conditions (when in the office):

- Shared office environment (open cubicle design)
- Occasional travel to run errands, primarily within the Coachella Valley (e.g., the post office to mail packages, a Board Member's home or place of business to obtain signatures, etc.); this occurs approximately twice per month
- Noise level is moderate (e.g., computers, printers, phone conversations, etc.)

Compensation

- Hourly pay ranges from \$18.00 to \$19.25/hour (\$37,440 to \$40,040 per year)
- Reimbursement for health insurance, dental insurance, and life insurance, up to \$800 per month (can include coverage for family members/dependents)
- Cell phone/internet allotment of \$100/month
- 401K plan available with company match (up to 4% of total salary)
- Mileage reimbursement matching federal rates
- 11 paid holidays per year
- 18 days of paid time off (PTO) per year (PTO benefits begin on the first day of employment and are accrued monthly), increases with tenure

Other Information

HARC is committed to being inclusive of disabilities; if you require accommodation of any type, please let us know. We are happy to be flexible to meet your needs!

All positions at HARC begin with a three-month probation period. During this period, the new employee will have regular meetings with the Administrative Manager to discuss performance and progress. Should performance not be deemed sufficient, employment will be terminated during the probation period.

Non-Discrimination Statement

HARC is an equal opportunity employer; we do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

About Our Ideal Candidate

Must-Haves (Required):

- Education: High School diploma or equivalent
- Language: Fully fluent in English (reading, writing, and speaking)
- Knowledge, Skills, and Abilities:
 - Proficient in Adobe Acrobat and Microsoft Office Suite (especially Word, Excel, and Outlook email and calendar management)
 - Cultural competency and respect for persons
 - Excellent oral and written communication skills
 - Strong organizational skills
 - Excellent time management skills
 - Excellent attention to detail
 - Excellent typing skills
 - Excellent phone skills
 - Willing and able to learn quickly in a fast-paced environment
 - Must be able to safely lift 30 pounds
- Personality and Work-Style:
 - Ability to take initiative, work independently, make decisions on your own
 - Ability to multi-task, prioritize, and meet deadlines
 - Strong work ethic with solid interpersonal, customer service, and teamwork/collaboration skills and the ability to work well in a diverse community
- Other:
 - Valid driver's license, personal auto insurance, and functional personal vehicle to allow for travel, such as running errands to the bank, post office, office supply stores, etc.
 - Functional personal computer to access the in-office computers from home via remote desktop

Additional Would-Like-to-Haves:

- Language: Spanish (reading, writing, and speaking)
- Knowledge, Skills, and Abilities:
 - Able to type 50+ words per minute
 - Proficient in Constant Contact
 - Experience with data entry

To Apply

Please submit your cover letter and résumé to Dr. Jenna LeComte-Hinely, CEO of HARC: jlecomte-hinely@HARCdata.org

Hiring Process and Timeline

This position is open until filled. We hope to hire a candidate in June or July. You should get an email from a HARC staff member within one week of applying. If you do not, please give us a call after one week has passed.