



## **OPEN POSITION**

**Position Title: Data Entry/ Customer Service-Helpdesk Agent (Part Time)**

**Department: Charitable Funds Management Solutions**

We are a nonprofit organization looking for skilled individuals who can assist in processing donor pledge information and providing customer support. The ideal candidate is detail-oriented, able to handle multiple urgent tasks and manage time wisely. Candidate should be able to help solve problems on his/her own and as part of a team.

### **Qualifications**

- Experience with Data Entry/Customer Service
- Experience with Microsoft Office (Excel, Word, Outlook)
- Excellent written and verbal skills
- Strong computer skills and the ability to learn new programs and processes

### **Preferred Qualifications**

- Experience working with MS Access and Zendesk would be an advantage

Candidate must pass a Skills Test (MS Excel functions and writing skills)

Salary \$15.00-\$17.00/hr

Job Type: part-time; flexible hours (M-F between 8AM -6PM)

Applicants please email your resume to: [CustomerServiceAgent@Charities.org](mailto:CustomerServiceAgent@Charities.org)  
No phone calls or recruiter inquiries. America's Charities is an equal opportunity employer.