



P.O. Box 431038, Los Angeles, CA 90043 323-786-2413 www.thesoh.org

Database Intern

8 -10 hrs/week between 10 am – 4 pm, Monday through Friday

Organization: Sanctuary of Hope (SOH) is a nonprofit that provides education and housing stabilization services to Transitional Age Youth (TAY), ages 16-25, who are homeless, foster care, or at-risk in South Los Angeles and adjacent cities of Inglewood and Hawthorne. SOH helps youth and young adults build self-reliance by helping them overcome poverty, trauma, low educational achievement, unemployment, and lack of well-being.

Summary: The Database Intern is responsible for updating SOH's internal database and other required databases by entering SOH program related data. The Data Intern is responsible for accurately entering, filing, and compiling program information as well as organizing and cataloging original documentation.

Duties and Responsibilities:

- Preparing data for computer entry by compiling and sorting information; establishing entry priorities.
- Checking source documents for accuracy by reviewing data documents for deficiencies.
- Resolving discrepancies (verify data and correct data where necessary) by using standard procedures or returning incomplete documents to appropriate staff for resolution.
- Entering data from source documents into prescribed computer database, files and forms; inputting alphabetic and numeric information on keyboard or selecting from existing information in the database.
- Verifying entered data by reviewing, correcting, deleting, or re-entering data.
- Maintaining data entry requirements by following data program techniques and procedures.
- Identifying and flagging data that is duplicative or needs to be merged by the system administrator.
- Scanning completed documents into designated locations according to SOH data handling procedures.
- Complying with data integrity, personal information and privacy protection, and security policies.
- Maintaining and protecting operations by keeping information confidential.

Qualifications:

One of the following:

- High school + 3 years' relevant experience
- Associates' degree + 1 year relevant experience
- Bachelor's degree
- Proficient in relevant computer applications such as MS Office
- Accurate keyboard skills and proven ability to enter data at the required speed
- Knowledge of correct spelling, grammar and punctuation



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- Demonstrated ability in applying attention to detail and thoroughness when dealing with large volumes of information.
- Ability to pass a background check

Additional Preferred Qualifications:

- 2+ years working in database entry

Certificates, Licenses, Registrations:

- TB Test Clearance

To apply send cover letter and resume to info@thesoh.org