



The RIDGE Project, Inc.

Company Profile: The Ridge Project, Inc. is a Christian, 501(c)(3) non-profit organization, founded in 2000 and dedicated to serving the youth and families of Ohio. We specifically target youth, families and incarcerated fathers with the ambitious goal of ending generation cycles of family disintegration by training our clients how to have strong, healthy and permanent marriages and how to be responsible citizens and role models in their schools, families and/or communities.

Job Title:

Receptionist/Data Entry Clerk

Date:

April 18, 2014

Job Description:

1 | SUMMARY OF FUNCTIONS:

To support the operations of the RIDGE Project by answering phones, greeting guests, receiving and distributing incoming mail, and assisting the Data Entry Specialist to ensure accurate, fast data entry. This position will maintain client records, and will primarily be responsible for the entering of incoming client data into the database and overseeing mailings of communications and mailings back to clients. Additionally, the position will require all receptionist functions.

2 | MAJOR DUTIES AND RESPONSIBILITIES:

1. To answer phones and greet guests of The RIDGE Project.
2. To receive and distribute the mail.
3. To process incoming paperwork, and to organize and maintain The RIDGE Project client records in the Database.
4. To assist in entering class attendance data, as needed.
5. To assist in processing incentives for clients, as needed.
6. To assist the Data Entry Specialist with entering and scanning/uploading all forms and information into the database.
7. To assist the Data Entry Specialist in preparing "class boxes" and "presentation boxes" for the facilitation of classes.
8. Ensuring that the document retention policy is adhered to.
9. To mail response letters to clients.
10. Other duties as assigned.

3 | ORGANIZATIONAL RELATIONSHIPS:

Reports directly to the Performance Reporting Manager

Job Location:	McClure Ohio	Company Industry:	Not for Profit, Ministry
Job Role:	Data Entry	Joining Date:	April, 2014
Employment Status:	Part-time (8 – 16 hours per week)	Employment Type:	Employee
Yearly Salary Range:	\$	Manages Others:	No
Number of Vacancies:	1	Other:	

Skills:			
<ul style="list-style-type: none"> • Must demonstrate a lifestyle consistent with the principles and goals of the Project. • Must adhere to a strong conviction that healthy marriages produce healthy families and communities. • Must possess good organizational skills and ability to work with minimal supervision. • Must have good typing skills, 60 words per minute and 10-key experience preferred. • Must have experience working with databases and knowledge of how a database works. • Must possess good secretarial skills, including writing and editing, and working with computer and office machines. • Must have good phone and conversation skills. • Must have demonstrable critical thinking and problem solving skills. • Must be a high school graduate. • Must possess a valid Ohio driver's license and proof of insurance. • Must agree to adhere to the policies and directives established by The RIDGE Project Board. 			
Career Level:	Entry Level	Years of Experience:	1 – 3 Years
Residence Location:	Northwest Ohio	Degree:	High school or Equivalent, Associates Degree
Please Send Application to:			
Name:	RIDGE Project, Inc	Email:	jobs@theridgeproject.com
Address:	J169 State Route 65	Country:	USA
City/State:	McClure, Ohio	Zip/Postal Code:	43534
Phone:	DO NOT CALL/DO NOT VISIT	Fax:	(419) 278-0092
Company Website:	www.theridgeproject.com		