



## 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 6, 2013]

### 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 support the operations of the RIDGE Project by ensuring accurate, fast data entry and administrative support to the programming departments. 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:

- To answer phones and greet guests of The RIDGE Project.
- To receive and distribute the mail.
- To process incoming paperwork, and to organize and maintain The RIDGE Project client records in the Database
- To prepare class boxes for Facilitator/Case Managers, including printing certificates, letters of participation, attendance sheets and other required forms and paperwork.
- To be the lead data entry staff in SW Region, entering and scanning/uploading all forms and information into the database.
- To respond to correspondence from clients, including drafting written responses and updating information in the database.
- To assist in the preparation of material boxes for presentations.
- To assist in entering class attendance data, as needed.
- To assist in processing incentives for clients, as needed.
- Ensuring that the document retention policy is adhered to.
- To mail response letters to clients.
- Other duties as assigned.

#### 3 | ORGANIZATIONAL RELATIONSHIPS:

Reports directly to the SW Regional Coordinator

### Job Location:

Dayton Ohio

### Company Industry:

Not for Profit, Ministry

### Job Role:

Data Entry

### Joining Date:

April, 2013

### Employment Status:

Full-time

### Employment Type:

Employee

### Yearly Salary Range:

\$

### Manages Others:

No

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