Information for Data Entry Associates
FY 2019-2020

Organizational Background

Ladder Up is an entrepreneurial, Chicago-based nonprofit dedicated to providing free financial services to hardworking low-income families and individuals. Through free tax return preparation, college financial aid application assistance, financial education, and legal representation, Ladder Up helps clients access the resources they need to move up the economic ladder. The organization offers three free programs to Chicago-area clients:

- Tax Assistance Program (TAP): By training and deploying 1,000+ volunteers, Ladder Up offers free tax return preparation at more than 25 tax sites
- Financial Capability
  - Financial aid: Ladder Up helps low-income, minority, and first-generation students access financial aid for higher education
  - Financial education: Ladder Up provides one-on-one financial coaching to individuals and on-site financial education workshops for partner organizations
- Tax Clinic: Ladder Up offers free legal representation to low-income taxpayers facing tax controversies

Data Entry Associate Seasonal Position (January 2020 – April 2020)

Position Description:

Ladder Up is looking for a highly organized and self-motivated individual to serve as a seasonal Data Entry associate for the Tax Assistance Program (TAP) from mid-January to the end of April. Accurately entering data regarding TAP clients is critical to the organization to ensure that Ladder Up can send out timely and accurate reports. Data entry takes place five days a week and responsibilities include:

- Transfer data from paper formats into computer files and/or database systems
- Create spreadsheets with large numbers of figures and data without mistakes
- Verify data by comparing it to source documents
- Perform regular backups to ensure data preservation
- Protect and maintain confidentiality of client information

Qualifications:

- Excellent oral and written communication skills
- Proficiency in Microsoft Office applications, spreadsheets, and databases
- High level of organization and great attention to detail
- Fast typing skills; previous experience in clerical work or data entry a plus
- Able to work in a collaborative, but sometime noisy open office setting
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This seasonal position is active from mid-January through the end of April (between 35-40 hours each week). The role is based out of the Ladder Up main office in River North. The starting rate is $15/hour, depending on experience, and requires a background check.

To Apply
Interested candidates for the 2020 tax season (January 2020 – May 2020) should send a resume and cover letter, preferably between October 15 – December 1, 2019, to:

Jennie Eber
Data and Evaluation Coordinator
Jeber@goladderup.org

For more information about Ladder Up, please visit www.goladderup.org