

Registrar / Data Entry Clerk

Job Description

Siena Retreat Center



Position Overview

The Registrar / Data Entry Clerk serves the mission of Siena Retreat Center by entering accurately and in a timely manner retreat and donor information into appropriate software. The part-time, year-round, hourly position reports to the Executive Director.

Principal Responsibilities

1. Receives and accurately enters all retreat registrations and registration information using established protocols. Such information includes, but is not limited to, contact information, type and date of retreat, meal information and special needs, fees, etc. Such registrations may come in person, via mail, and online and include sponsored, hosted, and private retreats.
2. Receives and accurately enters all donation information using established protocols. Such information includes, but is not limited to, contact information, amount and type of donation, etc. Donations come at peak times and continuously throughout the year.
3. Accurately records and acknowledges registrations and keep current lists for all sponsored retreats. Sends retreat confirmation and registration information in a timely and accurate manner. Prepares participant lists for each retreat and program in an accurate and timely fashion.
4. Assists with the data entry and registration for fundraising events, in collaboration with other staff members.
5. Prepares batches of checks for the Bookkeeper, accurately recording all pertinent information.
6. Maintains databases, including, but not limited to, mailing lists, hosted groups, donors, and bookstore inventory.
7. Maintains data entry requirements following policies, procedures, and protocols; reports needed changes when necessary.
8. Verifies entered data by reviewing, correcting, reentering, combining when information is incomplete, purges files as necessary to eliminate duplication of data, in accordance with the direction of immediate supervisor.
9. Attends staff meetings; attends occasional other meetings as requested.
10. Is available to assist the staff at peak times; occasionally assist with other elements of the organization.

Qualifications:

- Minimum of three years’ experience in a bookkeeping or clerical position in a professional office setting, preferably in a non-profit or religious setting
- Proficiency with QuickBooks, Microsoft Office suite, email, and website uploading and downloading; willingness to learn emerging technologies as they relate to the position
- Superb customer service and communication skills through telephone, email, and in-person contact
- Professional demeanor; ability to maintain strict confidentiality regarding personal and financial information
- Accuracy in database entries; ability to find and correct mistakes accurately and appropriately
- Willingness to uphold and promote the mission, goal, and objectives of the Racine Dominican sisters (Sisters of St. Dominic) and Siena Retreat Center
- Familiar with or demonstrated willingness to learn about various spiritual practices as they relate to the position (such as spiritual direction/spiritual guidance).
- Ability to work collaboratively with other retreat center staff members, other entities on campus, retreatants, etc.

Working Conditions

This is a part-time hourly position (within a range of 12 to 20 hours per week), with most hours during the daytime on weekdays. Occasional weekend and evening hours may be required. Work schedule may fluctuate for special occasions or with staffing needs. Interruptions may be frequent or rare, depending on day and time. Light carrying or lifting may be required. The Registrar / Data Entry Clerk will understand job safety and health as it relates to this position, including but not necessarily limited to, the Siena Center Emergency Manual. Employment is contingent upon successful passing of criminal background check.

[Signature of Registrar and Data Entry Assistant]

[Date]

[Signature of Executive Director]

[Date]

28 October 2021