



Job Announcement:
Data Entry and Research Coordinator

Application deadline: position open until filled

Questions:

[hiring@thefoodbank.org](mailto: hiring@thefoodbank.org)

831.498.4114

FULL TIME, NON-EXEMPT

Hourly salary of \$18 - 22, DOE

Are you looking for a new opportunity to make a difference in your community? Second Harvest Food Bank is hiring a Data Entry and Research Coordinator to provide clerical and database support to our Development & Marketing team. Be part of a fun and dynamic team working with good people to make our county happier and healthier.

We are looking for an enthusiastic and motivated individual to:

- Enter and code donations and donor information in our CRM
- Provide clerical support to the department with research and reporting
- Generate and proof donor "thank you" letters

If you are a detail-oriented and computer savvy person who is passionate about ending hunger – send us your resume and cover letter!

Job description and application details are available at:

<http://www.thefoodbank.org/careers>

