



THE ARCHDIOCESE OF GALVESTON-HOUSTON

Temporary Data Entry Specialist

The Downtown Chancery Office of Development and Records seeks candidates for a temporary position as a Data Entry Specialist. This temporary position is responsible for entering the data, the maintenance, the reconciliation, and the reporting of donor gift data in the Blackbaud *Raiser's Edge* software. This position will be available until March 15, 2023, and suitable applicants must have immediate availability. This position will be M-F from 8:30 am-4:30 pm. This position is not benefits eligible.

Education/Experience Requirements:

High school graduate or equivalent with at least one year of data entry and reconciliation experience. Position requires ability to focus and maintain attention to detail.

Interested candidates should submit a cover letter, resume, and minimum hourly rate expectations to resume@archgh.org. Please write Temporary Data Entry Specialist on subject line.