



City of Albany
Albany's LIGHT Summer Youth Employment Program
Bleecker Stadium
721 Clinton Avenue, Albany, NY 12206
518.438.1082

Kathy M. Sheehan
Mayor

Jonathan P. Jones
Commissioner

SYEP Summer Employment Data Entry/Office Support Job Description

For over 30 years the Summer Youth Employment Program (SYEP) has served as a way to introduce youth into the labor market, helping them to acquire skills used to improve school performance and become responsible adults. The Albany "LIGHT" program will provide youth ages 14-18 with summer employment training opportunities and experiences that will enable them to compete in the local economy and global market. "LIGHT" stands for Learning Initiatives Gaining Headway Together. Albany LIGHT's youth will be working with hundreds of worksites over the course of five weeks to build practical lifelong skills.

SYEP Summer Employment Data Entry/Office Support position is seasonal. The Data Entry/Office Support person will work independently and collaboratively with our various partners and have a solid connection with our youth. Front office professional protocol and having the ability to multi task skills are a must. The ideal candidate will possess excellent management, communication, organizational, administrative and time management skills. Candidates must be able to work independently within the scope of program needs.

Work duties may include, but are not limited to:

- Serve as a point person to produce program data;
- Collect information from reporting and data systems;
- Enter data into the central database system;
- Cataloging data with appropriate tags for ease of reference;
- Transferring physical records into a digital filing system;
- Complete mail merge assignments, draft letters, emails and other correspondences for mass distribution;
- Answer incoming calls, take messages, disseminate accurate program information;
- Interact with the public, greet youth, parents and program partners;
- Provide clerical support when needed;
- Retrieving data as requested;
- Maintaining and updating the database system as necessary;
- Establishing needed data quarries and generating period reports;



- Accurately enter data into corresponding fields within various software programs;
- Proof data for completeness and accuracy;
- Manage and organize records and files.

Desired Experience:

- Ability to work in a fast paced environment;
- Impeccable attention to details;
- In-depth knowledge of data systems;
- Working knowledge of spreadsheets and other word processing tools i.e. Excel, Word;
- Ability to apply tactile dexterity;
- Strong ability to work quickly and accurately;
- General administration skills;
- Excellent verbal and written communication skills;
- Great interpersonal and customer service skills.

Additional Requirements:

- Ability to use multiple virtual platforms (Microsoft, Mail Chimp, Jot Form, etc.)

Salary:

- Salary will start at \$ 17.50 per hour for a total of no more than 25 hours per week from Monday, January 31st to Friday, April 29th and from Monday, May 2nd to Friday, August 19th total hours per week 37.5. This position is seasonal:
- **Application Deadline:** Applications will be accepted until position is filed.

Equal Opportunity Employer: The City of Albany and Albany's LIGHT Summer Youth Employment Program provides equal employment opportunities for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation or disability.