

## JOB ANNOUNCEMENT

<b>Position</b>	<b>Donor and Volunteer Data Specialist</b>
<b>Organization Description</b>	<p>The Public Law Center (PLC), Orange County's <i>pro bono</i> law firm, is committed to providing access to justice for low-income residents. Through volunteers and staff, PLC provides free civil legal services, including counseling, individual representation, community education, and strategic litigation and advocacy to challenge societal injustices. Now in its 38<sup>th</sup> year of service, PLC works with more than 1,500 volunteer lawyers, paralegals and law students from throughout the county who volunteer their time and expertise.</p> <p>PLC is seeking a motivated professional to join our team as a data specialist, supporting PLC's fundraising and grant management teams, as well as the legal team, to ensure PLC continues to provide quality legal services to the community.</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• AA or equivalent required</li> <li>• Extensive experience with Microsoft Office Suite required</li> <li>• Advanced knowledge of Access and Excel functions, including VLOOKUP, SUMIF, and COUNTIF functions, Pivot Tables and Charts and Graphs</li> <li>• Knowledge of relational and customer relationship management (CRM) databases</li> <li>• Experience generating custom forms, reports and queries in Access and ad-hoc queries required</li> <li>• Basic to Intermediate Structured Query Language (SQL) preferred</li> <li>• Strong written and oral communication, attention to detail and problem solving skills</li> <li>• Ability to work independently and as part of a team</li> <li>• Must have own transportation, valid CA Driver's license, insurance and good driving record</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Accurate data entry and maintenance of donor and volunteer databases</li> <li>• Process monetary and in-kind gifts, send acknowledgements and tax receipts, and reconcile database records with financial statements</li> <li>• Train new and current users in multiple systems</li> <li>• Compile fundraising event information into usable format for PLC Staff and Board</li> <li>• Assist with data management and migrations into new systems</li> <li>• Create custom reports including volunteer time and involvement for grant reporting, analysis of campaigns and special fundraising efforts and specialized mailing and distribution lists</li> <li>• Special Event support as needed</li> <li>• Full time position with occasional evening and weekend work required</li> <li>• Other duties as assigned</li> </ul>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• Hourly rate dependent on experience; range of \$17 to \$20/hour</li> <li>• Competitive benefits provided</li> </ul>
	<p>Please submit Cover Letter and Resume to Grace Landa at:  <a href="mailto:glanda@publiclawcenter.org">glanda@publiclawcenter.org</a>. Please no phone calls.  <b>APPLICATION DEADLINE:</b> Open until filled  <b>The Public Law Center is an Equal Opportunity Employer.</b></p>