Data Entry Analyst – Full Time Position

SBA Community Navigator Grant Pilot Program – USHCC ("HUB")

Washington, D.C. Office

Position Summary

The primary focus of this pilot program is to offer technical assistance and support to small minority-owned businesses and the underserved community to help strengthen engagement and opportunity. The USHCC is designated as a "HUB" for this program, partnering with five "Spokes" to carry out this initiative. This position will support the project by compiling source information for the SBA Community Navigator Grant Pilot Program, ensuring all records of activity and businesses are adequate and up to date in the designated database. In addition, the Data Entry Analyst will help create specialized reports per SBA requirements. This position will report to the Accounting Manager and work closely with the Finance team internally to meet the "HUB"s needs and responsibilities.

Responsibilities

- Serve as the leading staff reviewing and processing data received from the "Spoke" partners and small businesses, ensuring all project activities are captured in the database or assigned customer relationship management (CRM) system.

- Compile, interpret, and create reports analyzing the project's overall performance to ensure standards are met.

- Review and confirm all information is accurate to including the tracking of all applications, loans, grants, and businesses served.

- Provide administrative support to the Project Coordinator and Finance team as directed.

- Assist in maintaining correspondence, information, and activity files relevant to the program.
- Other administrative duties as assigned.

Qualifications

- Have a minimum of a High School diploma or GED. A College degree in information technology, computer science, or data science is preferred, and certifications are a plus.

- The candidate must be computer literate and competent in a variety of word processing and database management software programs.

- Possess 2-3 years of proven work experience in a related field.

- Strong attention to detail and exceptional written, oral, interpersonal, and presentation skills.

- High level of proficiency with Excel and Microsoft 365 is a must.

- Fluency in the Spanish language and knowledge of Hispanic business culture is highly desirable.

Benefits

- Medical, Dental, and Vision insurance
- Paid federal holidays
- Paid time off (PTO)
- 401K
- Cell phone allowance

USHCC is committed to providing equal employment opportunities (EEO) to all employees and qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, political affiliation, genetics, disability, age, veteran status, or any other basis protected by law.

About USHCC

The United States Hispanic Chamber of Commerce (USHCC) has been a national leader creating prosperity for the Hispanic business community since its creation 40 years ago in 1979. Through the power of our network of more than 250 Hispanic Chambers of Commerce and Hispanic owned small business enterprises throughout all 50 states, the District of Columbia, and Puerto Rico, the USHCC is the leading organization to empower and invest in America's Hispanic business community.

The USHCC actively promotes the economic growth, development and interests of more than 4.7 million Hispanic-owned businesses that, combined, contribute over $700 billion to the American economy every year.

It also partners with 260 major American corporations on strategic initiatives with shared objectives. The USHCC's mission is to foster Hispanic economic development and to create sustainable prosperity for the benefit of American society. For more information, please visit www.ushcc.com