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Seasonal Position September – December 2017

Data Assistant

Description

Be a part of an exciting effort to enroll musicians, artists, creatives, rideshare drivers, and the self-employed in health insurance. The Data Assistant will play a key role in the operations of our health insurance enrollment centers and capturing the impact of this important work.

Training for this position begins in late September. Enrollment runs from November 1 through December 15. Our seasonal positions pay \$14-\$18 per hour based on experience.

Job Responsibilities

- Review tracking sheets and sign-in sheets
- Accurately enter data into the database
- Communicate with enrollment specialists to verify and validate entered data
- Filter and clean data on a regular basis
- Protect confidential consumer information
- Other duties as assigned

Qualifications

- Critical thinker with demonstrated ability to remain vigilant when entering and analyzing data
- High level of written and verbal communication skills
- Ability to identify data conflicts and seek guidance from supervisors
- Ability to be flexible and work effectively and professionally in a fast-paced environment
- Maintain and support a service-oriented relationship with customers and co-workers

Requirements

- Extreme attention to detail
- Enjoy working with numbers
- Proven working experience with Excel and other Microsoft Office products
- Strong analytical skills with the ability to collect, analyze, and organize significant amounts of information
- Complete certification to be a Certified Application Counselor, as assigned (training provided)
- Attend **all** of the following training sessions unless otherwise assigned (all start and end times are approximate):
 - Monday, September 25 (two options: either 9:00am – 1:00pm or 5:00pm – 8:30pm)
 - Saturday, September 30 & October 7 (9:00am – 5:00pm)
 - Sunday, October 1 & October 8 (1:00pm – 5:00pm)
- Note that our enrollment centers will be closed on Nov. 23 & 24.

To Apply: Please send a resume, cover letter, and names and contact information for three references to resumes@foundcom.org. Type "Insure Central Texas" in the subject line. In your cover letter, please specify any days or times you are not available. No phone calls or visits, please.

Deadline to Apply: August 4, 2017

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation and gender identity.