



JOB TITLE: Data Entry Specialist

LOCATION: Think Big Business Minority Accelerator at the Provenzano Center

REPORTS TO: Executive Director

EMPLOYMENT TYPE: Part-Time

SALARY RANGE: \$16,000 - \$28,000 annually

ABOUT THINK BIG CORPORATION

Think Big Corporation exists to empower entrepreneurs, ignite economic opportunity, and foster leadership in underserved communities. As a hub for innovation, education, and entrepreneurial growth, we are building a powerful ecosystem where individuals and small businesses thrive.

POSITION OVERVIEW

The Data Entry Specialist provides vital administrative and data management support to Think Big. This role is responsible for entering, updating, and maintaining accurate participant and program data to ensure timely reporting and compliance with grant and program requirements. The ideal candidate demonstrates strong attention to detail, organization, and confidentiality while supporting Think Big's mission of empowering minority and women entrepreneurs.

ROLES AND RESPONSIBILITIES

- Enter and update participant and program data into tracking systems, databases, and spreadsheets with accuracy and efficiency.
- Manage attendance sheets, registration forms, and surveys from Think Big workshops and programs.
- Verify and cross-check data for accuracy, completeness, and consistency.
- Provide summaries or reports on program metrics, participation, and outcomes as requested.
- Assist with collecting and compiling reports for grants, funders, and internal performance metrics.
- Maintain confidentiality of sensitive information, including client, financial, and personnel data.
- Maintain digital and paper filing systems to ensure organized and accessible records.
- Assist with administrative support tasks such as scheduling, document preparation, and email correspondence as needed.
- Support data-related administrative processes such as invoice tracking, document management, and data cleanup.
- Perform data audits and help identify or correct discrepancies.
- Provide general office support as needed to ensure smooth day-to-day operations.

QUALIFICATIONS & SKILLS

- Associate's or Bachelor's degree in Business Administration, Data Management, or related field preferred.
- 2+ years of data entry, administrative, or office support experience (nonprofit, business, or educational setting preferred).
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and Google Workspace.
- Strong typing skills with accuracy and attention to detail.
- Excellent organizational and time management skills.
- Ability to handle confidential information responsibly.
- Effective written and verbal communication skills.
- Ability to multitask and manage competing priorities.
- Professional demeanor with strong interpersonal and customer service skills.
- Comfortable working both independently and collaboratively within a team environment.
- Commitment to Think Big's mission of empowering minority and women entrepreneurs.

WHY JOIN THINK BIG?

- Be part of an organization transforming lives through entrepreneurship, equity, and empowerment
- Work in a collaborative, mission-driven culture that values leadership, ownership, and community
- Gain exposure to high-level decision-making, innovation, and strategic execution
- Help build a stronger economic future for Rockford and beyond

ADDITIONAL NOTES

This is a part-time position and may include occasional evening or weekend hours to support program activities or reporting deadlines. The role may evolve as Think Big continues to grow its entrepreneurial and community-based initiatives.