

THE PROVINCE OF ST. JOSEPH OF THE CAPUCHIN ORDER

**MAIL FULFILLMENT & DATA ENTRY CLERK  
ST. LAWRENCE SEMINARY**

Reports To: Office Manager of Institutional Adv  
Date: 8/17

Department: Institutional Advancement  
FLSA: Non-Exempt

**POSITION SUMMARY**

The mail fulfillment and data entry clerk works with other department members to fulfill the mailing and data entry functions of the Institutional Advancement department. The position is responsible for the duties pertaining to the receiving, opening and data entry of incoming mail, processing, fulfilling and sending of acknowledgement mail.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Mail Fulfillment
  - Assist in the following mailing functions:
    - Sorting of incoming benefactor correspondence.
    - Opening of incoming benefactor correspondence.
    - Clerking and reporting daily monetary correspondence.
    - Fulfillment activities including but not limited to:
      - Extracting acknowledgements from the Prosper System.
      - Responding to and printing of the Rector's personal benefactor letters.
      - Printing acknowledgement letters.
      - Folding, operation of inserting equipment and sealing envelopes.
      - Affixing proper postage.
      - Preparing for delivery to post office.
  - Prepare & assist in-house mailings.
- Data Entry
  - Keying Seminary benefactor data into Prosper system.
  - Posting donation and letter information into Prosper System for Mail fulfillment function.
  - Produce reports and data for Director of Institutional Advancement.
  - As needed and on request:
    - Run data selects for special campaigns, results analyses, birthday card, St Anthony Circle and other programs
    - Balance and update Prosper, load campaigns, process acknowledges
    - Run data entry and data query reports.
    - Troubleshoot computer issues with Prosper.
- Periodic phone coverage in the Seminary's Welcome Center.
- Occasional filing and archiving of documents.
- Other duties as assigned by Rector and Office Manager.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work independently and in collaboration with others.
- Ability to successfully manage multiple tasks simultaneously.
- Effective relational and telephone skills.
- Strong knowledge of MS Office suite, Corel Office, Adobe products, adding machines and website tools.
- Excellent time management, organizational, verbal and written communication skills.
- Professional demeanor and appearance.
- Willingness to learn and accept new responsibilities.

EDUCATION, TRAINING AND EXPERIENCE

- Completion of high school.
- Completion of Safeguarding All God's Family training.
- Previous data entry and database experience preferred.
- Proficient in both spoken and written Spanish.

WORKING CONDITIONS

- Required to maintain a clean, professional and safe work environment.
- Ability to lift at least 50 pounds.
- Ability to work with printers, inserter and mailing equipment.

APPROVED BY:

\_\_\_\_\_  
Department Director/Date

\_\_\_\_\_  
Human Resources Director/Date

Job Description Review:

I have read, understand and will comply with the job description for the position of Mail Fulfillment & Data Entry Clerk. I further understand I may be required to perform job-related duties not outlined in the job description. The above is intended to describe the general nature and level of work performed by people assigned to this position. It is not intended as an exhaustive statement of duties, responsibilities or qualifications. The most recently dated job description on file in Human Resources Department will be considered the official job description.

\_\_\_\_\_  
Employee Signature/Date