



## Administrative Data Coordinator

### POSITION SUMMARY

This part-time non-exempt position is responsible for coordinating all administrative and data related functions for Teen Parent Connection's Adolescent Family Strengthening programs, including organizing the daily operations and information flow into and out of programs. Under general supervision, the Administrative Data Coordinator performs clerical record keeping functions utilizing program database and other data applications; conducts audits of client files; coordinates the maintenance and repair of computer hardware and data collection systems; manages program files, materials, supplies, and equipment and performs related duties, as required.

### ESSENTIAL FUNCTIONS

- ✧ Responsible for comprehensive data entry and management across all direct service programs.
- ✧ Manage flow of paperwork and client charting systems.
- ✧ Maintain and audit client files to insure accuracy.
- ✧ Support the reporting and compliance processes of multiple direct service programs.
- ✧ Prepare regular reports (daily, weekly, monthly, grant period, quarterly).
- ✧ Prepare correspondence, official documents, forms, schedules, and statistical data.
- ✧ Manage mailings of client surveys and other direct mail correspondence.
- ✧ Manage IT functions – including: trouble shooting computer issues, maintaining Outlook 365 email management, coordinate technical assistance and repairs with contracted IT firm.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ✧ Demonstrated experience working with database applications – including the ability to enter and retrieve data.
- ✧ Advanced proficiency in Excel, Access, and Word - with working knowledge of advanced formula, queries, etc.
- ✧ Working knowledge of quality assurance process in direct service operations.
- ✧ Ability to creatively and effectively problem-solve.
- ✧ Excellent organizational skills.
- ✧ Ability to effectively work with multiple managers/director level staff.
- ✧ Ability to translate thoughts and ideas into coherent documents (emails/letters/memos).
- ✧ Proficient in collecting, inputting, managing and preparing data from multiple sources.

- ✧ Ability to effectively communicate with co-workers, volunteers, agency clients, and the community.
- ✧ Able to maintain strict confidentiality of the clients served by Teen Parent Connection.
- ✧ Project management skills with demonstrated ability to manage competing priorities, and prioritize multiple assignments.
- ✧ Self-starter with ability to demonstrate timely follow-through and capability to work at a rigorous pace to meet deadlines (in regard to reporting and grant deadlines).
- ✧ Occasional weekends and/or evenings may be required.

### **WORKING ENVIRONMENT**

**Physical Demands:** This position requires sitting and using office equipment and computers as well as standing, walking, lifting, and carrying moderately heavy boxes. The position also requires the employee to be able to clearly communicate verbally and in written form.

**Environmental Conditions:** The employee is located in a busy, open area office, and is faced with frequent interruptions. This position requires the employee to collaborate with others on a regular basis.

**Sensory Demands:** This position includes tasks that require intense concentration. The employee must be able to enter information on a computer with great attention to detail and high levels of accuracy.

**Mental Demands:** This position requires the employee to be able to anticipate and meet deadlines, as well as respond to real-time requests for information from a variety of people on various issues.

### **EDUCATION AND EXPERIENCE**

Associates degree or a minimum of 3 years of general office experience, supplemented by related college course work, and two years of advanced experience in database operation.

Teen Parent Connection is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

30 hour a week position- hourly rate \$19 per hour

Please email all resumes to [missyc@teenparentconnection.org](mailto:missyc@teenparentconnection.org)