



### **Job Description**

#### **Part-time Data Specialist – Education Programs**

Foundation Communities (FC) is a nationally-recognized nonprofit organization that provides affordable housing and the tools low- and moderate-income families need to increase their educational and economic standing.

#### **Position Summary**

This is a part time position student data collection/entry for the Education Department into the Efforts to Outcomes (ETO) database and grants management activities for the Grants Administrator.

**Primary Responsibilities:** Collects and enters student data into ETO (Efforts to Outcomes) database system for education programs. Maintains student data on a consistent basis. Assist in development of the ETO system as it expands.

#### **Essential Job Functions:**

- Assists with collection of student data and maintaining information for grant/funding reports.
- Maintains records and proper tracking of documents.
- Develops efficient procedures for collection of student data across education programs.
- Assists with creating training tools/manuals as needed.
- Performs routine file audits of student enrollment documents
- Maintains ongoing communication with LC coordinators
- Works closely with the Education Programs Assistant to ensure timely receipt of data and that all deadlines are met.
- Assists in reporting to education department team, as well as Director of Education, Deputy Executive Director and the board as needed.

#### **Other Duties and Responsibilities:**

- Purchases supplies as needed.
- Travels between sites (locally).
- Performs other duties as assigned.

#### **Key Skills and Qualities:**

- High level of organizational skills, attention to detail, and ability to meet deadlines.
- Excellent writing and verbal communication skills.
- Strong commitment to confidentiality.

#### **Minimum Qualifications:**

- Minimum of Associates degree.
- Experience in the administration, development, coordination, and/or monitoring of grants and contracts.
- At least one year experience with databases, data collection, and reporting.
- Proficiency in Microsoft Excel, Word, and Outlook.
- Knowledge of nonprofit, you, or education-related organizations.

**Physical Demands/Work Environment:** Requires sitting, standing, keyboarding, lifting (under 10 lbs), filing, twisting, bending, driving.

Other

- This is a non-exempt (hourly) position.
- Starting pay is \$15 - \$16 per hour, depending on experience.

**To Apply:**

Applicants should send cover letter, resume and references to [marisela.montoya@foundcom.org](mailto:marisela.montoya@foundcom.org).  
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 & gender identity.