



FOUNDATION COMMUNITIES JOB DESCRIPTION

JOB TITLE: Data and Operations Coordinator

DEPT/DIV: Education

REPORTS TO: Director of Education

FLSA STATUS: Non-exempt

WORK LOCATION: Education Office

Position Summary: Assists to develop and maintain systems for collection of data within the education department such as student files, program attendance, school and other program reports. In addition will support the Director of Education with tasks related to the youth and adult education programs provided at Foundation Communities' on site Learning Centers.

Essential Job Functions:

- Performs collection, interpretation and recording of data and ensures data management procedures comply with the organizations' and funders policies and standards
- Perform data validation and secure storage of various program documents (both hard copies and electronic versions)
- Review program documents and make necessary revisions before submission to Grants Administration/funders
- Provide data management updates in all internal and external meetings as required and dashboard reports on regular basis for organization and board
- Assist staff in training of database and supports data entry when needed
- Analyze data for quality improvement purposes
- Prepare data for reporting, meetings and presentations
- Assist in analysis of Education Department data on regular basis
- Prepare and submit data required for Funder/Grantor monitoring visits and audits
- Works in collaboration with Data Entry Specialist to ensure program attendance and student data is submitted and collected on a weekly basis
- Assists in scheduling meetings and training
- Assists in collecting lesson plans and curriculum and maintain shared file for programs

Other Duties & Responsibilities:

- Purchasing/ordering supplies (occasionally)
- Travel between sites (locally); may travel to North Texas annually for training
- Serve as a liaison between Director and other partner agencies at times
- Serves as a liaison between Director and youth and adult education coordinators
- Other duties as assigned

Minimum Qualifications (experience, education, credentials, language):

- High level of organizational skills, follow-through and attention to detail
- Excellent communication skills
- Strong commitment to confidentiality
- Minimum of Associates degree, plus 1 year of office administrative experience
- Event & meeting planning experience preferred, but not required
- Some knowledge of non- profit or youth organizations

Physical Demands/Work Environment :

- Requires sitting, standing, keyboarding, lifting (under 10lbs), filing, bending, driving

Other: Full time, hourly position

Interested and qualified applicants should submit cover letter, resume, and three professional references to Marisela Montoya at 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 or national origin