

## Plainfield Community Outreach Job Description

<b>JOB TITLE</b> Data Administrator	<b>EMPLOYMENT STATUS</b> Exempt	<b>DEPARTMENT</b> Administration
<b>LOCATION</b> 600 Cleveland Avenue Office	<b>POSITION STATUS</b> Part Time	<b>DATE WRITTEN</b> July- 2017
<b>REPORTS TO:</b> Project Director <b>SUPERVISES:</b>		
<b>SALARY RANGE:</b>		<b>SHIFT:</b> Morning

### Credentials and Education/Experience

- BA/BS degree with concentration in non-profit/ public school administration preferred
- Three years financial and bookkeeping experience or
- Equivalent combination of education and experience

### Knowledge, Skills, and Abilities

- Responsible leadership, mentoring and role-modeling
- Ability to interact effectively with all levels of PCO staff, students, students' families, and within the community.
- Excellent, written and spoken communication skills, and knowledge of Spanish a plus
- Good planning and organizational skills
- Working knowledge of computer software programs including Microsoft Office and QuickBooks.
- Ability to establish priorities, work independently, and proceed with objectives without supervision
- Ability to handle and resolve conflicts

**Job Summary/General Description:** Manages all program records and data collection. Works with local evaluators to collect student information and program information through various research methods.

### Duties and Responsibilities

- Responsible for overseeing that student and family data is entered into PARS21, PPICS, and APR systems in a timely manner.
- Responsible to ensure that site coordinators are handing in student attendance.
- Communicates with program vendors about scheduling and budgetary issues.
- Completes monthly reports for evaluators and project director
- Must attend office and site staff meetings when necessary
- Must attend all NJDOE Project Director meetings, trainings, professional development training, and technical assistance workshops
- Arranges for all necessary certifications and documentations required by any governmental agency.
- Assists with producing letters, flyers and notices.
- Establishes and maintains permanent files; files and retrieves files as requested.

**Special Requirements;** Willing to work overtime, holidays, and weekends as requested by Project Director.