



Job Title: Data & Service Specialist

Departments: Education & Youth / Service & Volunteerism

Schedule: 40-hour work week, primarily Monday – Friday, 9:30 AM to 5:30 PM

Supervisor: Education and Youth Manager

GENERAL DESCRIPTION

The Data & Service Specialist is responsible for collecting and compiling afterschool program data, and AmeriCorps Project RISE data and files, inputting information into various databases, and reporting out to major grant funders.

KEY RESPONSIBILITIES

Education & Youth:

- Create and streamline data collection processes for attendance, assessments, monthly and annual goals for all afterschool sites.
- Compile afterschool program data from 5 afterschool sites.
- Utilize up to 5 databases to submit student and parent information, daily program activities, assessment scores, monthly goals, workshop information, etc.
- Analyze and run reports on collected program information in order to advise program staff and improve program processes.
- Visit afterschool sites on occasion to observe daily program operations.
- Ensure compliance of all afterschool grants.
- Assist Education and Youth Manager with required grant reports and narratives.
- Liaise with New American Pathways staff, school staff and partners to improve program processes.
- Maintain paper and electronic files related to all grants and funding sources.
- Perform other duties, as assigned.

AmeriCorps:

- Work with Finance Grants Manager to complete monthly reimbursement request reports for AmeriCorps grant. This includes upkeep of a workbook, organization of backup documentation, and submission of invoices and financial records for review.
- Communicate regularly with Program Officer at Georgia Commission for Service & Volunteerism to ensure AmeriCorps grant compliance.
- Submit required monthly and quarterly performance measure reports as directed by the AmeriCorps grant.
- Recruit, interview, and work with management to hire and on-board 22 Full-time and 2 Part-time AmeriCorps service members.
- Liaise with AmeriCorps grant partners at Fugees Family and conduct quarterly visits to service sites to ensure program quality, grant compliance, and member progress.

- Monitor team goals and objectives to ensure timely completion of individual contractual expectations and ensure contract compliance; attend AmeriCorps events, webinars, and trainings as needed.
- Help to organize and facilitate monthly AmeriCorps team meetings, days of service, and professional development opportunities for members.
- Assist with training for AmeriCorps managers and supervisors on a quarterly basis, ensure support for members and assess progress/barriers to progress.

SKILLS AND COMPETENCIES

- Ability to work with a wide diversity of individuals and be sensitive to all cultures, ethnicities, and religious backgrounds.
- Excellent organizational skills and ability to develop processes to improve workflow
- Ability to problem solve and multi-task effectively and meet deadlines in a fast-paced environment
- Detail oriented with strong analytical abilities and skills.
- Excellent written and verbal English communication skills.
- Experience with program evaluation methods and application.
- Ability to work with others in a variety of circumstances.
- Proficiency in Microsoft Office Software, including spreadsheet and database management.
- Must have valid Georgia driver's license.
- Submit to criminal background check.
- Commitment to organization's mission and serving refugees.
- Technical proficiency: General Windows; MS Excel, MS Word, MS PowerPoint, MS Outlook; experience with Salesforce or another donor management system preferred

COMPENSATION

This is a full-time, salaried position with a salary range of \$31,000 - \$35,000 based on experience. Employer contributes to medical, dental and vision insurance. Employer pays life and disability insurance. Fourteen (14) paid holidays and a generous paid time off policy. Employee has the option to contribute to 401(k).

*To apply for the position, email your resume and cover letter to careers@newamericanpathways.org indicating **Data & Service Specialist** in the subject line. No phone calls please.*

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