



Data Specialist

Job Description

Reports To: Director of Business Operations

General Duties: To promote the goals of the Big Buddy Program by maintaining accurate program records, statistics, and critical data for all service units.

Specific Duties Include:

Office Management

- Create and design productive office space.
- Maintain accurate information about upcoming activities or events for the program.
- Maintain organized filing system (computer files and hard copy files) for program data.
- Other duties as assigned.

Communication

- Follow directives given by key personnel as they relate to accurate record keeping for the program.
- Complete submitted work orders in a timely fashion.
- Maintain monthly office calendar that list important dates of events scheduled for the month.
- Send memos to Site Coordinators to collect needed program data.

Record Keeping

- Ensure that any requested data concerning the program is collected and delivered to the appropriate person.
- Maintain accurate computer files on statistics for the program.
- Establish and maintain database to keep accurate records of children served in each aspect of the program (mentoring, out of school time programs, special field trips/activities, etc.)
- Maintain statistics for the program as directed by the Executive Director, Business Operations Coordinator or Program Manager.
- Create forms to collect needed information if they are not already provided.
- Produce monthly billing statements required for funding entities, such as 21st Century, etc.

Knowledge and Skills Requirements

- Previous experience with databases preferred, including Access and Salesforce.
- Detail-oriented and ability to work in a fast-paced environment.
- Self-motivated.
- Willingness to learn.