

NEIGHBORIMPACT JOB DESCRIPTION

Job title: Child Care Resources Program Specialist (BL)

Reports to: Special Project Manager

I. Job Purpose:

This position is responsible for supporting Child Care Resources staff with reporting, data management, grant/application preparation and special projects. This includes but is not limited to: complex data entry, data analysis, and program reporting.

II. Duties, Tasks and Responsibilities:

Data Management:

- Responsible for data storage/retrieval/analysis and accurate/timely preparation of assigned reports for various programs to various funders
- Responsible for administration of client data for assigned areas
- Monitors program data and reports to ensure completeness and accuracy
- Performs and is accountable for data entry for special projects as assigned
- Performs and is accountable for data retrieval and preparation of assigned reports
- Provides data entry training as requested
- Assists with updating data collection methods to meet reporting changes in conjunction with program staff
- Ensures quality and accuracy of data
- Gathers and prepares data and reports as assigned

Administrative/ Support Duties:

- Assists in preparing reports for federal, state, local and private funders ensuring compliance
- Conduct eligibility intake with families for Baby Promise
- Significant correspondence with families regarding the status of their application and obtain required documents necessary to process applications
- Maintain, monitor and report on application waiting lists
- Enter child and family information necessary for record keeping and reporting in data management software
- Assist Special Projects Manager with daily operations and outreach for Baby Promise
- Assists in preparing grant applications and grant reports, proofreads, recommends edits and prepares submissions as assigned, ensures deadlines are met and submissions are timely
- Handles confidential materials and communications
- Provides general support to assigned staff and/or volunteers
- Assists Child Care Resources staff with special projects
- Assists the department in maintaining compliance with federal regulations and funding source requirements
- Assists with completion of payment process including vouchers and travel forms
- Schedules and reserves locations for meetings and trainings
- Assists in preparing payment vouchers

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III. Knowledge, Skills and Abilities:

- Ability to understand office systems and procedures and utilize them in support of overall program compliance
- Ability to learn and use technology programs, reporting requirements and data systems of the agency and various funding sources
- Ability to operate various office equipment
- Ability to communicate effectively and professionally
- Ability to manage multiple tasks concurrently with strong organizational skills
- Detail oriented and ability to maintain a high level of accuracy
- Ability to maintain company, program and client confidentiality
- Demonstrated ability to be prompt and dependable
- Ability to work cooperatively with all other NeighborImpact programs and co-workers
- Demonstrate sensitivity, tolerance and respect for differences among people
- Occasional kneeling, stooping and bending. This position is rated as active and regularly requires the individual to lift at least 35 pounds
- Ability to travel between offices occasionally
- Ability to attend trainings out of the area for up to a week on rare occasions

IV. Qualifications:

- Post-secondary education required. Associates degree preferred
- Bilingual required
- 2 years related experience in a detail-oriented position required
- Experience with database management software preferred
- Strong technical data entry skills with attention to detail required
- Excellent English verbal and written communication skills
- Prior to date of hire and throughout employment the following are required:
 - Valid driver's license
 - Proof of current auto insurance
 - Access to reliable transportation required
 - Enrollment in Central Background Registry

V. Position Details:

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required
- Fair Labor Standards Classification: **Non-Exempt**
- NeighborImpact is an equal employment provider

VI. Signature:

Employee Print Name: _____ Date: _____

Employee Signature: _____ Date: _____