

SMEL | Stimulating Minds through Entrepreneurship and Leadership

JOB DESCRIPTION

POSITION: Data Specialist
DEPARTMENT: Administration
LOCATION: 115-15 Farmers Blvd, St. Albans, NY 11412
REPORTS TO: Program Director
SALARY: \$22.00 hourly
SCHEDULE: 2:30 pm – 5:30 pm (Monday – Friday). This position is performance based and is also contingent on funding availability.
JOB SUMMARY: The Data Entry Specialist is responsible for all data entry at the site and organizational level.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School diploma a must, college degree preferred.
- Youth development experience required.
- Previous experience working with diverse young people.
- Three (3) or more years' experience & expertise working with youth (volunteer experience is acceptable).
- Three (3) or more years' experience coaching, instructing, or facilitating curriculum-based lessons (to youth preferred).
- Ideal candidate is personable, energetic, & enthusiastic.
- Candidate must successfully complete the following: NYSDOH Fingerprinting Screening; New York State Clearance Review Background Check; 3 Reference Checks; Physical w/ updated TB Test (Fees may apply).
- If offered the position, must submit \$25 fee for NY State Clearance Review.
- Valid CPR/AED Pro certification through recognized accrediting body preferred.
- Valid First Aid/RTE certification through recognized accrediting body preferred.
- Candidates must be able to communicate effectively with all students while remaining professional at all times and be able to motivate the students while setting an example in all areas, including responsibility, timeliness, organization, attendance and most importantly, professionalism.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Enrolling all participants into required web-based databases in a timely and accurate manner.
- Entering the schedule and labeling activities into required databases.
- Set up class rosters and maintain attendance sheets.
- Record attendance on a weekly basis into all required systems.
- Assist After School Program Director to enhance programming through the use of Data Reporting.
- Attend quarterly training's at the main office.
- Produce reports on a regular basis (weekly, monthly, and annually) to support Program Director.
- Be aware of SMEL's mission, goals and requirements of each program, and work to ensure they are achieved.
- Other assigned duties as needed.

EOE

HOW TO APPLY:

Please submit a cover letter, outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header "Data Specialist" to careers@smelny.org. No phone calls, please.

Please be advised that job offers can only be made once your clearances come through