



## OFFICE & DATA LEAD Job Description

<b>Mission Statement:</b> To Engage, Educate, and Empower communities of adult learners by advancing literacy skills and employment opportunities to achieve a better quality of life.
<b>Vision Statement:</b> Where continued education improves lives and builds better communities.
<b>Summary:</b> The Office & Data Lead position is responsible for providing administrative, clerical and data entry support to ensure the efficient operation of the Adult Education Center.
<b>Position Type:</b> Full-time
<b>Reports to:</b> Director of Education and Programs
<b>Supervises:</b> Data Entry Volunteer, Interns, & Office Volunteer
<b>Works with:</b> The Adult Education Staff key staff particularly, President & CEO, CFO, Program & Testing Lead, Volunteer & Outreach Lead, Data Entry and office volunteers.

### **Primary Responsibilities**

#### **Office Administration**

- Responsible for ordering and keeping inventory of equipment and office supplies;
- Answering and directing phone calls;
- Making phone calls;
- Taking and distributing messages;
- Organizing and scheduling appointments;
- Handling inquiries and work requests;
- Checking and distributing documents and correspondences;
- Receiving, sorting and distributing incoming mail;
- Maintaining filing systems;
- Compiling records of office activities;
- Photocopying, scanning and faxing;
- Sending emails;
- Preparing and sending outgoing mailings and packages;

- Coordinating work flow;
- Keep office area neat and orderly;
- Ability to work independently and as a team member;
- Ability to work under pressure and multi-task to meet deadlines.
- Perform other duties related to the position of the Office & Data Entry Lead as may be requested by the Director of Education and Programs.

### **Data Entry & Professional Development**

- Directs and enter data into nFocus and TEAMS regarding adult students/learners, tutors, volunteers and donors;
- Conduct data entry audit and make necessary corrections into databases;
- Help to create policies, procedures and processes for data entry efforts;
- Responsible for the maintenance of databases and troubleshoot issues and make recommendations for improvement, productivity, and efficiency;
- Gather data related to the monthly tutoring reports;
- Prepare accurate statistical reports regarding program services;
- Monitors, collects and tracks professional development hours, documentation and enter into TEAMS and file into personnel files and professional development binder;
- Send notices and progress reports about professional development opportunities and hours needed to be compliant for state and federal contracts.

### **Qualifications**

- High School Diploma or GED plus relevant experience in education, adult literacy, family literacy or social service.
- Working knowledge of TABE, BEST Oral and BEST Literacy;
- Accurate keyboard skills;
- Ability to work with diverse groups;
- Knowledge of office management systems and procedures;
- Knowledge of administrative procedures;
- Computer Proficient in Microsoft Office products (particularly Word, Excel, PowerPoint, and Outlook).

### **Competencies**

- Personal and interpersonal communication skills;
- Organizational skills;

- Ability to keep concise records;
- Problem-solving skills;
- Adaptability to change;
- Organizational and planning;
- Time management skills and the ability to prioritize work;
- Data Management;
- Attention to detail and accuracy;
- Teamwork;
- Customer Service Orientation;
- Confidentiality;
- Ability to establish and maintain constructive relationships.

### **Working Environment**

- This position operates in a professional office environment. This role currently uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to stand, walk, use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

### **Travel**

- This position requires travel to sites, meetings, trainings, in-services, and conferences.

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***For more information about this position and to apply, please email a cover letter, resume and list of references to [hr@adulthoodeducationcentertexas.org](mailto:hr@adulthoodeducationcentertexas.org). No phone calls.***