

**Office/Data Coordinator
Bootheel Babies and Families**

Job Description

Employment Status: Exempt Full-Time

Reports To: Bootheel Babies and Families Project (BBF) Coordinator in collaboration with Network for Strong Communities who serves as the fiscal agent of the initiative.

Position Summary: The Office/Data Coordinator will work closely with the Project Director to manage day-to-day operations. Data coordination will include collection, compilation, and reporting of data to BBF partners. Ideal applicant must have the ability to set up a home office with broadband capabilities. This position allows for remote working with supervisor approval.

Duties:

- Work closely with the Project Coordinator to manage day to day operations
- Act as a liaison between workgroups, data reporting agencies, and consultants
- Be flexible to manage a variety of tasks.
- Maintain discretion regarding confidential information
- Provide data collection, compilation, and reporting of data, facilitating discernment about what data means and assisting in drawing conclusions from that data that will assist Executive Council and other staff in making informed decisions
- Sort, update, and merge data files from a variety of sources
- Determine needs and resolve problem situations
- Refers problems and missing information to others
- Coordinate requisitions (RFP) associated with expenditures
- Coordinate, plan, attend, and document meetings. This may include travel arrangements and meal planning (catering) as needed.
- Participate in HUB, Executive Council, and Committee Meetings as assigned
- Be able to work flexible hours including evenings and weekends as assigned
- Ability to work independently as well as in team environments
- Be able to set up a home office with broadband that allows for working remotely
- Other duties may be assigned as necessary for the ongoing effective operations of BBF.

Qualifications:

- Must possess a high school diploma or equivalent required. Associate Degree, Administrative courses or Business School graduate preferred.

- Minimal of 2 years of experience working with community agencies in the Bootheel region.
- Excellent interpersonal skills and a commitment to representing BBF with enthusiasm, warmth, and professionalism
- Access to broadband services and ability to work remotely

Knowledge, Abilities, And Skills:

- Strong organizational skills
- Working knowledge of Microsoft Excel, Power Point, Zoom, and other media platforms
- Must have the ability to work independently, meet concurrent deadlines, organize time and priorities effectively
- Demonstrate high-level written and oral communication skills
- Ability to handle multiple simultaneous priorities and to function well while multi-tasking.
- Must have reliable, dependable transportation
- Must maintenance of a valid drivers’ license and current auto insurance (minimum of liability)

Other Duties and Assignments:

This job description outlines the general duties required. However, this job description in no way states or implies that these are the only duties to be performed. The employee will be required to follow any other instruction, including cross training, and perform other duties as requested. In addition, from time to time, all employees may be asked to perform other duties and assignments necessary for the ongoing effective operations of Bootheel Babies and Families

Signature of Office/Data Coordinator	Date

Signature of Project Director or Executive Council Chair	Date