

ECE Data Specialist
ECE Career Center: Early Childhood Educators Learning Together

Leaps and Bounds Family Services

Reports to: ECE Training Director

Summary Description: Responsible for entering all data, training/PD classes in MI Registry, verifying training/PD attendance, mark as complete in MI Registry trainings and other data required by agency, ECE Training Director, funders

ESSENTIAL JOB QUALIFICATIONS:

- High school diploma or GED
- Experience working in an office
- Strong verbal and written communication skills
- Ability to prioritize tasks and manage multiple tasks
- Must possess excellent time management, commitment to accuracy and be detail oriented
- Must adhere to all data entry and other deadlines
- Data entry experience and ability to use technology, including all Microsoft Office, and other data management programs
- Committed to working in an environment with a variety of cultural and ethnic backgrounds including race, gender, age, ethnicity, skill level and sexual orientation.
- Must be familiar with and experienced in use of MI Registry
- Ability to analyze data

ESSENTIAL JOB RESPONSIBILITIES:

- Enter all trainings/PD in the MI registry at direction of ECE Training Director
- Create all zoom links for all recorded and live trainings and meetings
- Verify attendance at all trainings and enter in MI Registry within 48 hours of training completion
- Close classes in MI registry when filled as directed by Training Director
- Working collaboratively with RC data and reports specialist, document all lending library usage and learning material give away items
- Create monthly tick sheet to document all sheet for all Information and referral inquiries from all agency employees. Collect and compile sheets at month end and prepare report
- Create and maintain form to document number of registered for trainings from Wayne, Oakland and Macomb counties on a monthly basis
- Create and maintain a provider, including LE provider, email contact list working with WOM RC staff
- Must maintain back up of all data in an ongoing, daily basis
- Complete all reports and paperwork in a timely manner.
- Work with WOM RC Quality Improvement Coaches to ensure all communication with providers is inclusive of all ECE and RC information
- Work with Funders to ensure all their data requests are complied with
- Enter program data into network database systems as requested. Data entry must be done within Supervisor mandated deadlines.
- Perform other duties as assigned by immediate supervisor and/or other management.

Must function as member of team, attend staff and other meetings and must abide by agency policies, procedures, contracts, rules and regulations. Adhere to all procedures and deadlines as outlined in department operating manual, and Agency personnel policies and procedures.

Position is FT, competitive salary with comprehensive family benefit package. Hybrid work environment.

Send resumes to: resumes@leapsnbounds.org