

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

POSITION TITLE: Data and Outcomes Coordinator
SUPERVISOR: Director of Program Operations
STATUS: Full-time, hourly with benefits
STARTING SALARY RANGE: \$35,568-\$45,886 annual salary (\$17.10-\$22.06/hr) DOQ

ORGANIZATION DESCRIPTION

The **Boys & Girls Clubs of Benton and Franklin Counties** is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of *Respect, Integrity, Stewardship, and Passion for Youth*; we provide a broad range of programs and activities focused on our priority outcomes of **Academic Success**, **Healthy Lifestyles**, and **Good Character and Citizenship**.

POSITION SUMMARY:

The Data and Outcomes Coordinator is responsible for data integrity and application, ensuring that metrics are reliable and valid to serve as a tool for program evaluation, quality improvement, community case statements, donor stewardship, and foundation and grant investments.

QUALIFICATIONS:

1. Four year degree from an accredited college or university related to the mission of the organization is strongly preferred. A combination of work experience and education may be substituted
2. A minimum of two years' work experience in an applicable field
3. Considerable knowledge of the mission, outcomes, programs, and procedures of Boys & Girls Clubs and the principles and practices of non-profit organizations
4. Detail-oriented with strong organizational skills.
5. Ability to manage multiple projects and develop solutions to problems while maintaining a positive attitude
6. Strong computer skills required
7. Strong communication skills, both verbal and written
8. Enthusiasm for mission and motivation to learn new skills on the job
9. Must be able to lift and move objects as heavy as 40 lbs

JOB DUTIES:

- Train staff in proper data entry methods, how to run reports, and overall management of program data utilizing Vision, MTS.
- Conduct periodic audits of data input and collection methods, determine training needs, and develop individual staff action plans.

- Responsible for coordinating all aspects of Outcome tracking including National Youth Outcome Initiative, BGCA Annual Report, as well as stewarding metrics related to the organizational strategic plan and grant funded initiatives.
- Responsible for coordinating periodic satisfaction surveys and with primary audiences including Club Members, parents, donors and community stakeholders and communicating this information to key decision makers.
- Administration of received grants including reporting, data tracking, and assessment and outcome design.
- Ensure an outcome driven Club experience through managing data integrity and program evaluation with tools such as the National Youth Outcome Initiative, Formula for Impact Assessment, and other assessment tools. This includes program data audits and staff training in Vision MTS.
- Supervise the Food Program Coordinator and ensure all programs are in compliance with USDA regulations and requirements. In conjunction with the Food Program Coordinator, ensure that all food program applications, trainings and site visits are conducted in a timely manner.
- Assist in other areas as needed.

Application Process:

Please submit a cover letter, to include salary requirements, as well as a full resume and references to chandra@greatclubs.org

Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.

LEARN. LIVE. LEAD.