



Position Title: Part-Time Database Coordinator

Job Code: 8308

Reports To: Project Coordinator

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Database Coordinator tracks and records client progress in training and job place utilizing various methods of communication. The Part-Time Database Coordinator will catalog program successes, including programmatic and service innovations, client success stories, new partnerships, and leveraged funding, maintains the project web site, and provides clients with extended follow-up and advisement after program completion and job placement.

Duties & Responsibilities:

- Maintains program files, including electronic database for tracking of client progress, success stories, including service innovations and new partnerships.
- Tracks stipend distribution and book loans to clients
- Assists Project Coordinator with monthly cost reimbursement invoices, detailed expense reports and provides data for quarterly reports
- Maintains and updates the Back-to-Work Center webpage.
- Assists with the development of the semiannual project newsletter and other promotional materials
- Implements follow-up interview protocols including, but not limited to phone calls; face-to-face interviews; and email/web communications
- Assists with employer interviews as needed.
- Performs other related duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree and two (2) years of related experience.
- Demonstrated knowledge of web page design principles, including flowcharting, storyboarding, and screen layout; and web page writing and editing skills using current composition.
- Must be have excellent organizational and interpersonal skills
- Must possess good decision making and customer service skills
- Ability to work in a team environment and work in a multicultural and multiethnic environment.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name