

Job Announcement Temporary Part-Time Coordinator, Technical Support

The After-School Corporation (TASC) is a nonprofit organization established through a challenge grant from the Open Society Institute in 1998. Its mission is to enhance the quality, availability and sustainability of after-school programs in New York and beyond, with the goal of making after-school a public responsibility. TASC funds, monitors, evaluates and supports after-school programs in New York City. It works with local and national partners to build high quality, sustainable after-school systems in New York and beyond.

The Programs Division is seeking a qualified individual to take on the role of Coordinator, Technical Support. Reporting to the Vice President of Programs, the Coordinator, Technical Support oversees the web-based enrollment and attendance data base used by all TASC-funded programs and trains and advises CBOs and TASC staff on how best to use the enrollment/attendance system to meet their program management and data needs.

Responsibilities:

- Coordinate the enrollment/attendance software set-up and training for TASC after-school sites.
- Identify the program management and data needs of TASC programs and assist in the development of training programs and materials designed to meet those needs.
- Conduct group and one-on-one training in enrollment/attendance management software.
- Provide technical assistance to sites that have software or other technical problems.
- Work with TASC staff to understand and resolve specific site software and data collection issues.
- Monitor the accuracy and completeness of the attendance data maintained by after-school programs.
- Assist with quality assurance by visiting sites, auditing reports, assessing the integrity of the attendance collection systems used by sites.
- Act as the liaison between TASC and its data management service providers.
- Design and generate weekly enrollment and attendance management and other reports as requested, including attendance and demographic reports needed by TASC proposal writers and funding sources.
- Provide user support, training and reports as needed for TASC's contact management data base.
- Maintain inventory of TASC-owned hardware and maintain hardware "loaner" system.

Qualifications:

- Bachelor's Degree
- Minimum one year of work experience in information technology, user support and training
- Extensive experience using Microsoft Office, data systems, and the Internet
- Able to work independently
- Excellent interpersonal skills, motivated, organized, detail oriented, able to handle multiple priorities in a fast-paced environment
- Familiarity with publicly-funded after-school programs a plus

Please send a cover letter and resume to:

The After-School Corporation
RE: Coordinator, Technical Support
1440 Broadway, 16th Floor
New York, New York 10018

Or e-mail to: employment@tascorp.org
Subject Header: *Coordinator, Technical Support*

Posted: 09-08-08

No faxes or phone calls, please. Only those candidates selected for an interview will be contacted.

TASC is an Equal Opportunity Employer