CAREER OPPORTUNITY

Information Specialist

PART TIME POSITION
Twenty-five (25) hours per week between 9:00 AM – 5:30 PM on weekdays, $13.00 per hour.

POSITION SUMMARY
Enter and analyze data related to program activities, attendance, evaluations, surveys, and pre- and post-tests. Review and generate reports based on program outcomes and scope of services.

SKILLS
Strong computer skills and data entry experience. Typing fluency with accuracy; working knowledge of Microsoft Word and Excel; ability to multi-task and organize work; analyze and generate reports based on data. Understanding of individuals from diverse cultures; ability to communicate effectively; basic understanding of the services and supports available to children with disabilities and their families.

ESSENTIAL FUNCTIONS
▪ Enter and update participant information
▪ Examine daily notes and record relevant activities and attendance
▪ Ensure data is accurately represented
▪ Input survey data results in Survey Monkey
▪ Generate reports on evaluations, survey results, activity utilization, and attendance
▪ E-mail surveys to participants; telephone participants for survey responses
▪ Generate weekly and monthly reports for Management Meeting
▪ Other duties as identified by the President/CEO

MINIMUM QUALIFICATIONS
▪ High School Diploma, or equivalent
▪ Past Data Entry experience a plus
▪ Strong computer and typing skills with high degree of accuracy
▪ Strong organizational skills and task oriented to meet daily deadlines
▪ Sensitivity to different cultures
▪ Bilingual English/Spanish
▪ Demonstration excellent oral and written communication skills

E-mail resumes to fgarcia@ptopmiami.org

Parent to Parent of Miami is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.