



CAREER OPPORTUNITY

Information Specialist

<i>PART TIME POSITION</i>	Twenty-five (25) hours per week between 9:00AM – 5:30 PM on weekdays, \$13.00 per hour.
<i>POSITION SUMMARY</i>	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.
<i>SKILLS</i>	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.
<i>ESSENTIAL FUNCTIONS</i>	<ul style="list-style-type: none">▪ 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
<i>MINIMUM QUALIFICATIONS</i>	<ul style="list-style-type: none">▪ 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.

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