



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Head Start Program		
Job Location:	1 New York Avenue		
Job Title:	Data Entry Clerk		
Reports to:	Grace Blanco	Title:	ELC Director

Hours:	FLSA Status	Type of position:	Other comments:
	<input type="checkbox"/> Exempt	<input type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor	25 Hours Per Week
	<input checked="" type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern	

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

Data Entry Clerk main responsibility is to capture the data into relevant databases in a timely and accurate manner.

ROLES AND RESPONSIBILITIES

- Provide clerical support to the administrative ELC team and Program Leadership such as monthly calendars, class list, reports, and emergency contact lists etc.
- Responsible for tracking on-going monitoring and conducting monthly QA&I meetings (Quality Assurance and Improvement).
- Enter and maintain all programs data in various databases such as ChildPlus, PowerSchool etc.
- Responsible for developing and launching the Annual Public Report
- Responsible for ensuring that files, documentation and report are complete, accurate, and confidentially maintained including attendance, ESI-R Data, IEOs and PIRTs and Food Program paperwork.
- Promote consistent exchange of information in all directions by communicating in a professional manner through verbal/written means while maintaining confidentiality at all times.
- Addition responsibilities may include: Taking videos/pictures, preparer slide shows or PowerPoint presentation slides, any other media support, distribute classroom, provide training turn key
- Perform other duties, as may be required

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Minimum High School Diploma; Secondary Education Degree a plus
- A valid New Jersey driver's license is preferred

- Previous experience in data entry in an office environment is preferred
- Strong communication (oral and written) and interpersonal skills.
- Ability to work quickly and accurately and attention to details
- **Strong Computer skills**
- Bilingual – Spanish and/or Portuguese preferred
- Ability to work occasional late nights and weekends for special events

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to [hiring@ironboundcc.org](mailto: hiring@ironboundcc.org) with the subject line “Data Entry Clerk”