

**IRONBOUND COMMUNITY CORPORATION**

Job Description Form



Program	Head Start Program		
Location	1 New York Ave. Newark, NJ		
Job Title	Clerk & Data Entry		
Reports to	Gaby DeAlmeida	Title:	Operations Manager

Type of position:	Hours <u>25</u> p / week
<input checked="" type="checkbox"/> part time	<input type="checkbox"/> Exempt

**GENERAL DESCRIPTION**

Ironbound Community Corporation (ICC) is a multi-service, community-based organization rooted in and representative of the ethnically diverse Newark neighborhood called Ironbound. Founded in 1969 by local residents, ICC’s 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.

Ensure compliance with HS PP as it relates to ERSEA. Develop and implement appropriate training and technical assistance. Establish and maintain effective recordkeeping systems.

The ERSEA Specialist responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The ERSEA Specialist will demonstrate competency to perform essential functions that include

**RESPONSIBILITIES**

- Provide clerical support to the administrative ELC team and Program Leadership such as monthly calendars, class list, reports, and emergency contact lists etc.
- Take meeting notes as needed
- Provide assistance to the directors during grant application submission
- Enter and maintain all programs data in various databases such as ChildPlus, PowerSchool, HSES etc.
- Responsible for developing and launching the Annual Public Report
- Responsible for the Program Information Report (PIR) data collection and report
- Responsible for ensuring that files, documentation and reports are complete, accurate, and confidentiality 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 slideshow or PowerPoint presentation slides, any other media support, distribute classroom supplies, provide training turn key
- Perform other duties, as may be required
- Provide clerical support to the administrative ELC team and Program Leadership
- Enter all programs data in various databases
- Responsible for ensuring that files and documentation are complete, accurate, and confidentially maintained
- Perform other duties, as may be required

## Employment Qualifications

- 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 (outgoing and friendly).
- Ability to work quickly and accurately and attention to details
- Strong Computer skills
- Must be a beginner in Excel. A beginner in excel is considered to be someone who can do the following:
  - Functions: How to use basic functions like SUM, AVERAGE, MIN, and MAX in formulas
  - Arithmetic: How to perform basic arithmetic operations like multiplication, division, and subtraction
  - Interface: How to use the spreadsheet's interface such as adding/deleting rows.
  - Data representation: How to represent data in simple ways
  - Cell formatting: How to adjust cell and text colors, align text, and change cell formats
  - Freezing: How to freeze columns, rows, or panes to make it easier to navigate large datasets
  - Charts: How to create basic charts like pie, bar, and line charts
  - Cell referencing: How to use absolute and relative cell references to replicate functions across rows or columns
- Bilingual – Spanish and/or Portuguese preferred
- Ability to work occasional late nights and weekends for special events

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**Equal Opportunity Employer Statement:** Ironbound Community Corporation is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin any other basis prohibited by applicable law. Residents of Newark, people of color, and members of the LGBTQ community are strongly encouraged to apply.

**If interested, please send a resume and cover letter with desired salary to [hire@ironboundcc.org](mailto:hire@ironboundcc.org) with the subject line "Data Entry Clerk".**