

# Program and Data Coordinator

Take your administrative workforce development or educational program experience to a new level by representing Just-A-Start's longstanding Biomedical Careers Program and the new IT Careers Program.

- Present both the programs to potential students, and offer information sessions about at local venues such as libraries, community centers and career agencies
- Coordinate and participate in outreach and recruitment efforts through partnerships and referrals
- Collect and record data on prospective and enrolled students and work with the Data Evaluation team to streamline the flow of data through Salesforce
- Work with teachers to collect and record attendance and grades and enter into Salesforce
- Provide general support to students, including information on available social and financial services and refer them to outside agencies as needed
- Provide administrative support to program managers and staff

## **You must have:**

- Bachelor's Degree and minimum of two years' administrative experience, preferably in an educational program, or equivalent
- Proficient in MS Office Suite and knowledge of basic data management software, preferably in Salesforce and Google Suite
- Knowledge of social service systems and other resources for our adult student population
- Customer service, presentation skills, and pleasant telephone manner

In addition to a competitive salary, JAS offers excellent benefits, including medical, dental, PTO, 12 paid holidays and 401k with 3% employer contribution.

[Click here to apply!](#)

Just-A-Start (JAS) is a community-based, not-for-profit organization dedicated to building a better future by providing affordable housing, education, training, community engagement and supportive services. Since 1970 JAS has been serving residents of Cambridge and surrounding communities to empower individuals and families to meet their potential. Visit us at [www.justastart.org](http://www.justastart.org) to learn more.