

Job Opening

TITLE:	CYD Assistant Coordinator	GRADE:	n/a
FLSA:	Non-Exempt	SALARY:	n/a
SEGMENT:	Nonprofit	LOCATION:	Amarillo, TX
CATEGORY:	Full-Time	REPORTS TO:	CYD Program Director
SHIFT:	M-F 8:00am-5:00pm some overtime may be required	REVISED:	September 2019

SUMMARY

CYD Assistant Coordinator is an entrepreneurial individual with exceptional accuracy in data input and interpersonal communication. Provides guidance to the organization and service providers by assisting the Program Director and community building.

ESSENTIAL DUTIES

- Proficient in data entry (accuracy required)
- Basic knowledge of Microsoft Office suite is required, advanced level experience with Microsoft Word and Excel are required.
- Basic knowledge of bookkeeping/accounting procedures preferred.
- Experience with graphs/charts preferred.
- A minimum typing speed of 60 words per minute is required.
- A valid Texas driver's license is required.
- Must possess excellent written and verbal communication, and critical thinking skills.
- Must be able to manage multiple priorities and work efficiently with moderate supervision.
- Become familiar with Texas Department of Family and Protective Services' (DFPS) Community Youth Development state funding data collection requirements.
- Review Enrollments, Monthly Participation Service Sheets, Eligibility Forms/Priority Characteristics, Youth Surveys, Discharge Forms, Tasks & Alerts, Services, etc. for accuracy and obtain missing data/or corrections from service providers.
- Meet deadlines for entering data into the Prevention Early Intervention Data System while maintaining accuracy and confidentiality.
- Regularly review subcontractor files and request current documentation from service providers (i.e. current liability insurance, criminal background checks, and audits), keep files organized and complete routine filing.
- Research programs and historical data for Strengths and Needs Assessment in the applicable ZIP code.
- Copy and mail related materials to the DFPS Contract Manager by scheduled deadlines.
- Maintain exceptional accuracy in data input used to update graphs and charts for use in data review and reports.
- Maintain positive relations with UWAC staff as well as outside consultants, nonprofit organizations, and others.

ENVIRONMENTAL AND PHYSICAL REQUIREMENTS

The environment for this position is an open office that is mostly clean and comfortable, and may include driving a Company or personal-owned vehicle approximately **10%** of the time which includes exposure to the outside weather elements and moving mechanical parts. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.

The incumbent in the course of performing this position spends time writing, typing, speaking, listening, lifting (up to **50** pounds), driving, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, and reaching.

The incumbent in this position must be able to accommodate to reading documents or instruments, detailed work, problem solving, customer contact, reasoning, math, language, presentations, verbal and written communication, analytical reasoning, stress, and multiple concurrent tasks.

MINIMUM QUALIFICATIONS

- High school diploma or GED is required
- At least two years of college education is preferred, in accounting, business management or a closely related field
- Must be able to clear a Department of Family and Protective Services (DFPS), Department of Public Safety (DPS) background check, and FBI Fingerprinting (if applicable).

****The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties, and skills required of personnel so classified. ****

Resume and cover letter should be mailed to **Katherine Quinlin at United Way of Amarillo & Canyon, 2207 Line Avenue, Amarillo, TX 79106**

Or can be emailed to: katherine.quinlin@unitedwayama.org