



northwestern settlement

EARLY CHILDHOOD EDUCATION

Full Time Data Management Aide

Department: Head Start/Early-Head Start

Position Reports to: Director of Youth Services

Position Responsibilities:

Entry-level position that will provide data entry and support under the direct supervision of the program's Youth Director as required by COPA reporting standards. Serving as the agency point of contact the Data Management Aide will assist with the following duties:

- Update the COPA data management system at the agency level.
- Support the implementation of the universal pre-school application.
- Be part of a consistent citywide pool of COPA high level users by attending trainings and staying inform in regards to any COPA changes which will help in data integrity and collection efforts.
- Discreetly handles sensitive information while adhering to confidentiality standards regarding staff, families and children's records.
- Analyze and present data timely as it pertains to COPA reports and requests.
- Ability to understand and follow COPA policies and procedures as it relates to our program.

Qualifications:

- High School Diploma or General Equivalency Diploma (GED) or college.
- Present documentation of ability to work in the USA
- Complete all forms upon offer and acceptance as per DCFS, City of Chicago and Head Start licensing standards (including 3 letters of recommendation, Criminal Background Check, Fingerprinting and Childs Abuse and Neglect Background Check, etc...)
- Excellent punctuality and attendance skills
- Ability to accept guidance and supervision
- Highly skilled in Microsoft, Excel, PowerPoint, Data web based
- Ability to work with diverse personalities at all levels of the organization.

To Apply:

Interested candidates contact Ms. Irma Rodriguez, irodriguez@nush.org. Submit a resume, college transcripts, three professional references, and cover letter explaining why you would be an ideal fit for this position and organization.

Statement of Non-Discrimination: Northwestern University Settlement Association does not and shall not discriminate on basis of race, color, gender, gender expression, disability, marital status, age, religion, sexual orientation, or national or ethnic origin.