



LITERACY COUNCIL OF FORT BEND COUNTY

POSITION DESCRIPTION

Job Title: Data Lead & Evening Program Specialist
Reports Directly To: Program Director
Status: Part-Time (Nonexempt) with Benefits

Overview: This position provides support to the adult education program by collecting data and conducting data entry to assist in tracking outcomes and producing outputs for program evaluation, maintaining quality program service delivery.

Requirements:

- High school diploma or GED
- Associate degree or equivalent academic credit hours from an accredited college, university, or trade school.
- Knowledge of data entry, outputs, outcomes, and reporting processes.
- Exceptional knowledge of computers, including Microsoft Office, Windows, and database systems
- Ability to work effectively with diverse persons and groups.
- Passion for helping functionally illiterate individuals or limited English proficiency as well as other vulnerable populations.
- Self-starter with the ability to work hands-on as needed under limited supervision.
- Good interpersonal skills and ability to communicate effectively both orally and in writing.
- Exceptional problem-solving skills and ability to think quickly and critically.
- Able to use technology in the areas of data collection and management.
- Willingness to maintain a flexible schedule to meet the needs of the organization.

Preferred:

- Experience working with instructors and adult students in an education setting.
- Conversationally bilingual a plus.

Essential Duties and Responsibilities:

- Data Specialist Duties:
 - Manage and maintain student and instructor data.
 - Produce class rosters and documents to collect student and tutor attendance hours in a timely manner.
 - Securely maintain accurate tutor and student files, including required documentation and testing records.
 - Ensure accuracy and timeliness of data entry.
 - Complete monthly reports, submitted to local government funders and nonprofit partners.
 - Maintain a clean and accurate database of LCFBC students and tutors.
 - Lead research efforts to evaluate alternative database systems.
 - Collaborate with other staff on various projects including grant proposals, status reports, and donor reports.



LITERACY COUNCIL OF FORT BEND COUNTY

POSITION DESCRIPTION

Essential Duties and Responsibilities (continued):

- Program Related Duties:
 - Work with the program staff team to coordinate and facilitate evening class schedules.
 - Maintain knowledge of student registration requirements.
 - Work with the staff team to assist with student registration, assessment, and placement.
 - Provide support to students and tutors during LCFBC evening class hours, including answering questions, problem-solving, and troubleshooting.
 - Provide occasional class instruction as needed when volunteer tutors are not available.
 - Complete daily program-related tasks as assigned.
 - Complete and maintain BEST Plus Test Administrator certification training.
- Office Administration:
 - Assist in answering phone calls or in-person inquiries.
 - Make all those entering the Literacy Council feel welcome.
 - Maintain a clean and organized workspace.
 - Assist in general office cleanliness and stocking supplies (office, kitchen, restroom).
 - Participate in and provide support for the Literacy Council during annual events on an as-needed basis.
 - Other duties as assigned.

Position Schedule:

- Monday through Thursday, 1:30 PM to 8:00 pm; Friday, 9:00 am to 1:00 pm.
 - Subject to change based on the needs of the organization.

Working Conditions:

- Maintain emotional control under stress. Ability to think clearly in stressful situations.
- Maintain sound decision-making skills.
- Occasionally lifting (i.e., textbooks, office supplies, and related equipment.)
- The use of personal computers, phone systems, and video/instructional equipment is required.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The Literacy Council of Fort Bend County may add to, modify, or delete any aspect of this job (or the position itself) at any time as deemed advisable.

General Information: The Literacy Council of Fort Bend County is open Monday through Thursday 8:30 a.m. – 9 p.m. and Friday 8:30 a.m. – 1 p.m.

The Literacy Council of Fort Bend County is an equal opportunity employer and prohibits employment discrimination based on race, color, sex, marital or familial status, sexual orientation, age, religion, veteran status, national origin, ancestry, or disability.



POSITION DESCRIPTION

EMPLOYEE ACKNOWLEDGEMENT

I, _____, have reviewed
Name (Please print)

this position description in its entirety, and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the Literacy Council of Fort Bend County without it being specifically included in the above position description.

If I have any questions about prescribed duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or the Executive Director.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

X _____
Employee Signature *Date*

Employee Name (Please print)

X _____
Supervisor Signature *Date*

Supervisor Name (Please print)