



Job Title: Data Coordinator

Organization Name: Center for Leadership Development
Indianapolis, Indiana

Organization overview: *The mission of the Center for Leadership Development (CLD) is to foster the advancement of minority youth in Central Indiana as future professional, business and community leaders by providing experiences that encourage personal development and educational attainment. CLD offers fifteen character rich programs and initiatives, one on one counseling services, internships, academic seminars and opportunities for tuition scholarships through our 23 college and university partners.*

Organization/position introduction:

The Data Coordinator will organize programmatic data in a way that helps leadership make better decisions in regard to strategic goals. This position helps collect and manage data so that it can be used to analyze business functions, reporting, and productivity. The Data Coordinator makes sure the data is collected properly, observing ethical standards, especially for data that involves personal information.

This position also requires systematic and routine audits for redundancies. The Data Coordinator will provide organizational support during fund raising events as directed by the Senior Manager of Programs. It is essential the Data Coordinator have excellent communication and interpersonal skills, be a dedicated team player, and with a high level of confidentiality, protecting personal information as it is made available to them.

Preferred Skill/qualifications:

- Intermediate knowledge of Structured Query Language, commonly called SQL.
- Intermediate knowledge of Oracle.
- Functional skills with Windows 10, Microsoft Office.
- Functional skills with database management.
- Familiarity with Social Solutions Apricot software, a highly configurable database platform.
- Familiarity with Tableau desktop software application.
- Familiarity with National Student Clearing House.
- Familiarity with Plato education assessment.
- Familiarity with Monday.com visual management tool.

Education Requirement: Bachelor's Degree-Computer Science, Information Systems or Information Technology.