

## **Job Vacancy**

**Position:** HEAD START INFORMATION SYSTEMS COORDINATOR  
**Location:** Allen County  
**Hours:** 8:00 a.m. – 4:30 p.m., Monday – Thursday  
7:30-11:30 Friday  
**Starting Salary Range:** \$20.06 per hour

### **Job Duties:**

1. Responsible for the day-to-day monitoring of the Head Start Family Information database.
2. Develop and produce computerized reports assuring accuracy of data.
3. Work with staff to ascertain annual reporting needs.
4. Work with Family Services Manager, Health Manager, Disabilities Coordinator and Health Coordinator to assure that the database is tracking all Head Start data needs accurately.
5. Responsible for processing and maintaining all enrollment data within the database, to include processing status updates weekly.
6. Responsible for weekly enrollment report
7. Responsible for compilation of data and completion of PIR due annually each August to Office of Head Start.
8. Attend Family Services staff meetings weekly and Program Operations meetings as requested.
9. Responsible for database training for staff as needed
10. Provide back-up support as needed for Office Systems Coordinator functions
11. Perform other related duties as required by the Family Services Manager.

### **Skill and Qualifications:**

1. Associate degree preferred. Demonstrated computer experience required.
2. Minimum of two years experience with computer software and database applications. Computer experience in Microsoft Windows, Word, Excel and Access is necessary.
3. Strong attention to detail and organizational skills. Ability to work under pressure, meeting deadlines, and setting priorities.
4. Ability to work well with staff, clients, and public.
5. Ability to type minimum of 50 wpm. Must have secretarial skills.

**DATES FOR INTERNAL POSTING: FROM January 29, 2024, TO February 9, 2024**

**DATES FOR EXTERNAL POSITING: January 29, 2024 TO February 9, 2024**

**APPROXIMATE DATE FOR POSITION TO BEGIN: Immediately**

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**FOR FURTHER INFORMATION CONTACT HRESOURCE DEPT. EXT. 213 OR 206**

**APPLICATION ACCEPTED: 227 E WASHINGTON BLVD., FT WAYNE, IN**

**8:00 A.M. – 5:00 P.M. Mon-Thurs**

**8:00 A.M. – 11:00 Friday or via internet at [www.brightpoint.org](http://www.brightpoint.org)**