



JOB DESCRIPTION

TITLE: DATA AND ADMINISTRATIVE COORDINATOR
REPORTS TO: PEER SERVICE ENHANCEMENT INITIATIVE PROJECT MANAGER
CLASSIFICATION: NON-EXEMPT

SUMMARY: The Data and Administrative Coordinator for the PEER SERVICE ENHANCEMENT INITIATIVE (PSEI) is responsible for providing support to the Project Team, including the Director of Intervention Services, Director of Prevention, Education and Training, Project Manager and the Marketing and Communications Coordinator.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Highly organized; great attention to detail.
- Proficient in Microsoft Office (Word, Access, Excel, Outlook)
- Lived experience in recovery, or an understanding of the recovery community.
- Pennsylvania Criminal Recovery Check, The Pennsylvania Child Abuse History Clearance and a FBI Criminal History Background Check required.

ESSENTIAL DUTIES:

- Provide Administrative support to the PSEI Team as it relates to project deliverables and day to day tasks.
- Assist and support maintaining a safe and professional office environment, collaborating with co-workers to maintain necessary program and office supplies. Proper customer service, both internal and external customers, is crucial to the smooth operation of all Council projects and services.

RESPONSIBILITIES:

1. Provide Administrative support to PSEI Team such as: follow up with community contacts made, scheduling meetings, preparation of presentation materials, ordering program-specific supplies, etc.
2. Conduct required data collection and performance measurements utilizing both outcome and process evaluation strategies.
3. Affect an involved role within the PSEI Team providing support through all phases of the project.
4. Serve as the "main contact" for programming registration.
5. Other duties as directed by the Director of Intervention Services, Director of Prevention, Education and Training and/or the Executive Director.

COMPENSATION: Commensurate with Experience

REVISED: November 2018

Employee Signature

Date

Supervisor Signature

Date