



NASHVILLE INTERNATIONAL
Center for Empowerment

Education Data Coordinator

Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come. The Education Data Coordinator will report to the Adult Education Program Manager and will work closely with education program staff to oversee data systems and integrity for English Language programs. This is a full time, 40 hour position.

Major Responsibilities

- Coordinates data collection, entry, and reporting systems for educational programs
- Facilitates the collection, organization, and monitoring of client records in both hard copy and electronic format
- Manages systems for all client data including, but not limited to, applications, assessments, eligibility documentation, and attendance hours.
- Promote a positive, solutions-focused environment for adult English learners to thrive
- Creates and maintains reports & resources to support data driven instruction
- Updates organizational manuals and training materials to reflect current data processes.
- Present and communicate data insights to both specialists and a non-technical audience
- Supervises Student Support & Data Specialist position
- Assist in the analysis of data for reports and data-driven decision making
- Assist with client communication (related to eligibility and enrollment.)
- Assist with administrative tasks affiliated with program operations

Successful candidates will demonstrate:

- Ability to work with a diverse team
- Ability to plan, prioritize, manage and complete tasks on a deadline
- Ability to remain flexible and responsive to evolving program needs
- Ability to lead by example, creating a positive work environment
- Strong interpersonal and verbal communication skills
- High levels of motivation, self-reliance, and independence
- Attention to detail
- Commitment to the success of refugees and immigrants

Requirements:

- Excellent written and oral English proficiency
- Advanced computer skills
- Demonstrated knowledge of databases and data systems, especially federal and state.
- Expertise with Google Suite, Microsoft Office Suite, and Excel.
- Commitment to live and work in Nashville, Tennessee
- Reliable transportation

Experience:

- Must hold a Bachelor's Degree
- Minimum 1 year experience with data entry
- Experience in program data entry preferred

COMPENSATION:

Job Type: Full-Time

Salary Range: **\$39,000-\$45,000**

Contact Information and Procedure:

Send resume and cover letter to careers@empowernashville.org. Qualified candidates will be contacted for an interview. No calls. Applications without requested information will not be considered.

APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.

Nashville International Center for Empowerment does not and shall not discriminate on the basis of race, ethnicity, color, religion (creed), gender, gender identity/expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors and vendors.