

Job Description: Administrative Support / Data Coordinator

The Administrative Support/Data Coordinator manages program documentation, scheduling, and data reporting. This role ensures accurate tracking of participant data and compliance with credentialing and funding requirements.

Key Responsibilities

Program Administration

- Maintain program records and documentation
- Coordinate training schedules and classroom logistics
- Prepare meeting materials, training packets, sign-in sheets, and certificates
- Support purchasing of equipment and supplies.

Data Management

- Track enrollment, attendance, and program outcomes
- Maintain NCCER registry records
- Prepare reports for program leadership.

Communication Support

- Coordinate communications with students and staff
- Assist with graduation and program events.

Qualifications

- Associate's or Bachelor's degree in business administration or related field
- Strong organizational and data management skills
- Experience in workforce programs preferred.

Technical Skills

- Proficiency in Microsoft Office and database systems.