

**Job Description: Administrative Support / Data Coordinator**

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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**

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**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.

**Position**

- Part-time position