

OPERATIONS DATA COORDINATOR

Reach Out and Read is seeking a full-time Operations Data Coordinator

POSITION SUMMARY

Reach out and Read is looking for an Operations Data Coordinator. We are a passionate non-profit that empowers pediatric teams nationwide to champion parent-child reading and bonding moments as an essential part of early brain development, starting at birth. We have terrific values that include passion, excellence, respect and innovation. We want our employees to have a “can do” perspective and each of them can expect the same from us. We also want to help our employees grow and develop.

The Operations Data Coordinator provides key support for the Reach Out and Read Finance and Operations Department including managing grant deliverable as it relates to book orders, prepares our daily check deposits, helps to implement new sites to our network and helps with other general operational support. In this role, we want someone who provides “out of this world” customer service and support to our network, has a strong attention to detail and a passion for education, and is highly organized and skilled technically. At Reach out and Read, we seek the best of the best to provide our internal and external customers a positive and meaningful experience and we are looking for outstanding talent just like you to join us.

Job Description

The primary functions of this position consist of the following:

Grant Deliverables/Book Orders

- Create and maintain complex Excel spreadsheets with respect to book ordering
- Coordinate the process of requesting and ordering purchased books and allocating donated books to make the best use of organizational resources; ensuring accuracy, compliance with grant deliverables and attention to budget
- Coordinate with the Strategic Initiatives Project Administrator, who notifies program sites and Reach Out and Read affiliate leaders across the country of book purchases/donations

Preparation of Daily Check Deposits

- Prepare and mail deposits of checks received daily
- Inform appropriate parties of deposits
- Ensure documentation is filed appropriately

New Program Site Startup

- Execute the new program site on-boarding process in collaboration with the Information Systems Manager
- Coordinate with the Strategic Initiatives Project Administrator, who communicates directly with sites

General Operational Support

- Data-entry and updating of Reach Out and Read's programs database
- Utilize problem solving techniques to troubleshoot requests as they come in from Reach Out and Read program sites and Affiliate leadership
- Maintain and update our electronic Document Library with PDFs, Word Documents, and related materials
- Provide general operational support to the Finance and Operations Team

Other

- Perform other duties as assigned or as required

Position Requirements

The ideal candidate is a passionate and dedicated individual who wants to help build a growing, mission driven organization and has the following qualifications, skills and experience:

- Bachelor's degree or equivalent knowledge or experience;
- At least 2 years' professional experience
- Knowledge of and experience with accounting preferred
- Extremely proficient in Excel

- Impeccable attention to detail
- Experience in maintaining CRM databases
- Strong organizational skills
- Excellent interpersonal skills
- Professional, personable telephone demeanor; as comfortable on the phone as with emailing
- Ability to work effectively with all levels of staff and management, both in-person and virtually, knowing when to pick up the phone vs. emailing
- Strong oral communication and professional business writing skills
- Ability to work both independently and as part of a team with a willingness to offer solutions/troubleshoot as problems arise
- Demonstrated willingness to take initiative and handle multiple, daily priorities
- Strong personal commitment to Reach Out and Read's mission

To Apply

Please email your resume and a cover letter to Olga.Gomez@reachoutandread.org