



Data Coordinator

The Community FoodBank of NJ is looking for multiple Data Coordinators to perform a variety of detailed data entry duties. This role will report directly to the Regional Supervisor and is located in the Hillside, NJ office as well as our location in Egg Harbor Township.

The ideal candidate will be someone who is highly organized and detail oriented with the ability to quickly learn and effectively navigate multiple data entry systems.

Responsibilities include, but are not limited to:

- Data entry of large sets of pre- and post-survey data from a grant funded nutrition education program that provides youth and adult classes across multiple counties
- Use multiple software programs to analyze large sets of data according to specific program deliverables
- Order and reconcile teaching and office supplies for multiple counties
- Prepare monthly and annual data reports in a timely manner
- Coordinate and carry out mass mailings of program materials to existing and potential program partners
- Develop spreadsheets for class scheduling and weekly staff scheduling as needed
- Other duties as assigned

Qualified candidates will have a high school diploma or GED. Bi-lingual language skills (English and Spanish/Creole) is preferred. Candidates must be self-directed and demonstrate the ability to set priorities and meet deadlines with exceptional analytical, problem solving, written and organizational skills. Technical aptitude (Microsoft Word, Excel and PowerPoint) is essential for success, along with a positive, can-do attitude, excellent communication and interpersonal skills, a high degree of self-motivation.