

Position

Data Assistant

Idaho Association for the Education of Young Children (Idaho AEYC) invites interested applicants for the full-time (40 hours per week) position of Data Assistant, to join our organization as we work to promote quality in early care and education. The Data Assistant provides data entry and clerical support for the IdahoSTARS Project.

You will have an opportunity to:

- Provide daily support to Program Coordinators including: preparation and organization of program files, data entry and clerical work as assigned
- Create and maintain files and systems to keep information accessible and organized
- Data entry, maintenance & management
- Create and disseminate letters and e-mails to directors and providers as needed
- Participate in staff meetings, conferences, and training as appropriate
- Assist with other program functions as requested
- Assist with functions and special events of IdahoAEYC when necessary
- Assume all other duties relating to the PDS Registry and the IdahoSTARS Project as assigned
- Acquire knowledge of Idaho AEYC policies, practices and standards

At a minimum you should have:

- High school diploma or GED
- Proficiency in Microsoft Office programs including Word, Excel, Outlook, and Access or other database programs, Internet and Adobe Acrobat
- Must present professional demeanor and a high level of customer service
- Excellent written and verbal communication skills
- Strong organizational and problem solving skills
- Work effectively in a collaborative team environment
- Must be able to work in a fast paced environment
- Must be detail oriented while being able to use time effectively

The preferred candidate will have:

- BA or equivalent and at least one-two years of relevant work experience. Experience in non-profit, advocacy or other community based groups is valuable.
- Excellent organizational and administrative skills; a strong, consistent attention to detail, an organized work style, and the ability to follow through on work assignments with a minimum of direct supervision.
- A demonstrated ability to write clearly and precisely.
- The ability to work on several projects at various stages of completion. Good problem solving skills.
- A confident, business-like and professional presentation. Flexibility, determination and good humor.
- Shows initiative, perceptive judgment, and is willing to further her/his training with regard to her/his position and/or area of expertise.
- Commitment to the goals and programs of Idaho AEYC and the IdahoSTARS project.

Pay Rate: Full-time position (40 hours per week); \$10.00 - \$12.00/hr., plus an excellent benefits package including medical/dental/vision/retirement plan, 15 days' vacation leave and 15 days' sick leave annually, plus 10 paid holidays, as well as other benefits.

If you are interested in this position: Please submit a letter of application indicating your interest and qualifications for this position and a resume that includes employment history (including dates of employment). Include names/phone numbers of 3 references. Application materials should be emailed (preferred method) to nbetikoetxea@idahoaeyc.org or mailed to:

Nicolette Betikoetxea
Re: IdahoSTARS Project Data Assistant
Idaho Association for the Education of Young Children
1471 Shoreline Dr. Ste. 202
Boise, ID 83702-9105

Application review will begin immediately and the position will remain open until filled.

About Idaho AEYC: <http://idahoaeyc.org/>

About the IdahoSTARS Project: <http://idahostars.org>