

Wilderness Education Project

Job Description: Data Facilitator

Wilderness Education Project | Administrative Structure

Reports to: Executive Director

Roles and Responsibilities:

Responsibilities include assisting with direct program activities and services; available to help with project goals and objectives; keep statistical information on students such as demographics, services, and referrals received via daily and monthly reports; attends Advisory Council meetings; and maintain the online, accessible WEP Program Calendar. They must have at least 10 years' experience in data programs and leading projects from the implementation stages to full sustainability. The data facilitator will have experience with computer programs for data entry, developing protocols to collect, analyze and disseminate data and the process of continuous improvement.

Administrative Duties:

When necessary, the Data Facilitator will correlate their activities with the Executive Director to contact educational agencies, community partners, workforce development boards, and school districts. Creating and tracking letters of support, memorandums of agreements (MOAs), and other signed documents will be essential for grant applications. Additional documents will be needed to show support and strength toward proposals, along with data research and educational strategies (methodology) that offer solutions to educational barriers. This position will communicate with employers, businesses, organizations, and schools to develop equity and access for participants in establishing outreach and correspondence to WEP Governing and Advisory Boards.

Communication Duties:

The Data Facilitator will engage in efforts to promote and conduct outreach to all WEP partners. This will include educating communities, organizations, employers, schools, and other essential audiences about current projects important to WEP, proven ability to manage and implement public relations and communications strategies, strong entrepreneurial skills, solid management of people, projects, and ideas, experience with website design, writing internal and external communications to WEP Governing and Advisory Boards.

Location:

This position will work with organizations and schools nationwide. WEP and its staff will ensure the employee's responsibilities do not conflict with any prior employment or retirement obligations. The employee will not be assigned to states or locations that could interfere with those requirements. WEP and NPE will remain flexible and provide opportunities in locations that align with the employee's past employment or retirement restrictions.

Other Job Responsibilities:

The Data Facilitator will maintain the following documents below and be the point of contact for all WEP positions to submit weekly and monthly documents:

- A weekly schedule posted of day-to-day activities and appointments
- Timesheets signed and submitted on the due date to the Executive Director
- Monthly updates to be shared with the WEP staff
- Mileage forms signed and submitted once a month
- Reimbursement forms submitted as needed
- Other assignments requested from the Executive Director as needed

Monthly Meetings:

Program Staff will meet monthly or weekly to give updates, status information, and verbal reports.

Education | Qualifications | Skills:

Must be proficient in Microsoft Word, Excel, Outlook, and other Microsoft Software Applications

Must be proficient in Google Applications

Associates Degree or greater

Work Experience in administrative areas preferred, public relations, strong writing, editing, and presentation skills, ability to multitask, set priorities, develop plans with metrics, meet deadlines, ability to use multiple social media platforms, and do marketing campaigns to help meet program goals.

Please contact:

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