

Job Posting

Data and Intake Coordinator

EPIC – Every Person Influences Children is a non-profit agency that provides parenting, youth services, family engagement and professional development to families, schools and communities in an effort to help them raise children to be responsible and successful adults.

We are looking for a full-time (40 hours) Data and Intake Coordinator to complete the intake process and needs assessment with participants, assign participants to appropriate programs, complete paperwork for attendance/record keeping, maintain database of participant information and program evaluation information and assist in program and workshop scheduling.

EPIC offers competitive wages and benefits, in addition to a fun, family-friendly atmosphere. If you want to work hard, be a part of team that feels like family, and make a positive impact on our community, this might be a good fit for you.

We require that you have an Associate's degree in business or human services related field; data entry, Microsoft Office, computer and CRM experience; excellent communication and organizational skills; must be self-directed, with the ability to work well in a team atmosphere; and have a strong attention to detail.

Preferred Qualifications: Bachelor's Degree and/or Salesforce experience.

If you believe in EPIC's mission, have the above qualifications and are interested in this position, please send a cover letter with your resume to the HR Department at hr@epicforchildren.org. Please note that submissions without a cover letter will not be considered.

EOE

No phone calls please!