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| **Responsible To:** | Director of Program Innovation |
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| **Purpose of Job:** | The focus of the Regional CCRC Data Counselor is to perform data entry, reporting and recordkeeping tasks that build the capacity for the CCRC to respond to data requests, provide education to community and state leaders on issues related to early care and learning. |
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| **Qualifications:** | * Associate’s Degree and experience in providing excellent customer service
* Excellent communication skills
* Ability to collect and compile data, and perform data entry
* Excellent organizational skills
* Ability to work independently and as a team member
* Ability to multi-task
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| **Key Areas of Responsibility:** | * Enter master schedule into Ohio Professional Development Registry.
* Prepare required paperwork and training hand-outs prior to training, meeting, or event.
* Prepare training space set up, technology and other logistical needs for scheduled trainings.
* Provide information and assistance concerning CCRC training registration or available training.
* Collect and enter CCRC training, meeting and event registration into Ohio Professional Registry for verification purposes.
* Monitor CCRC training waiting list. Provide information to Professional Development Coordinator for possible additions to the master schedule.
* Report low attendance or issues with future trainings to Professional Development Coordinator.
* Collect post-training paperwork and complete training folder data collection.
* Compile data necessary for completion of agency, local and state reports using Microsoft Excel.
* Prepare and replenish monthly professional development folders, forms and documents necessary for training implementation.
* Enter new program data/information into Minute Menu database
* File required documents, reports and information
* Perform initial approval of program IEA forms and program documents
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| **Salary:** | * Full-time position, Hourly Employee: Up to 40 hours a week
* Up to $25,000 salary
* Benefits: Medical, Life, 403b Retirement, Sick Leave, Vacation Time, flexible schedule after 1 yr., travel (rental vehicles)
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# CCRC Data Counselor