



PO Box 7844, San Antonio, TX 78201
 (210)223-3131 / Fax: (210)223-9939
 Web site: www.sanantonioyouth.org

Date Posted: **09/20/2018**
 Closing Date: **until filled**

JOB POSTING

Job Title	Data and Out of School (OST) Coordinator
Department	OST
Location	Headquarters
Position Type	Full-Time
Work Days/Hours	Monday-Friday (8:30 am – 5:30 pm)
Pay Rate	\$29,000
Job Summary	<p>The Data and OST Coordinator is responsible for fulfilling the mission of SA Youth through accurate and timely entry of data relating to the agency’s programs and services and supporting the OST Program by performing a variety of administrative and clerical tasks.</p> <ul style="list-style-type: none"> ● Perform all data entry related tasks including input, proofing, updating, mailing, and sorting for SA Youth’s OST program ● Create all requested reports (weekly – in house; quarterly, semester, or annually – funders) ● Ensure that the data is entered correctly, and files are maintained accurately ● Work closely with program staff to ensure they are meeting their data entry deadlines ● Work with participants and parents to ensure forms and documents are filled in correctly by participants and parents ● Assists in planning and arranging OST events ● Drafts, formats, and prints relevant documents ● Designs forms, flyers, and presentations as needed ● Assists in purchase orders and invoicing ● Maintains accurate records for employee holiday requests ● Attends workshops and conferences when requested ● Implements and monitors projects as directed by management, and see the projects through to completion ● Generate memos, emails, and reports when appropriate

	<ul style="list-style-type: none"> • Creates agendas and takes meeting notes • Develop and maintain a filing system • Supports department managers and staff • All other duties and responsibilities as assigned
<p>Qualifications & Experience</p>	<p>Education Required: Some College</p> <p>Preferred: AA/BA</p> <p>Experience Required: Two (2) years' experience working in a non-profit, data entry, and/or office administration</p>

**Interested staff should send letter of interest to
 Human Resources: employment@sanantonioyouth.org
 Equal Opportunity Employer**



P.O. Box 7844 San Antonio, Texas 78207-0844
 (210) 223-3131 / Fax: (210) 223-9939
 Email: employment@sanantonioyouth.org

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization. 05/11/2018

(PLEASE **PRINT** RESPONSES NEATLY)

Date of Application: _____/_____/_____

Last Name: _____ First Name: _____

Address: *Number* *Street* *City* *State* *Zip Code*

Email Home Phone Cell

Position Applying For: _____ Desired Salary: _____

_____ Full-Time _____ Part-Time _____ Temporary

Dates available to start work? _____

Are you a veteran? _____ Yes _____ No
 Have you ever been previously employed by our organization? _____ Yes _____ No
 May we contact your present employer? _____ Yes _____ No
 Have you been convicted of a felony within the last 10 years? _____ Yes _____ No
 Can you submit proof of legal employment authorization and identity? _____ Yes _____ No
 If you are under 18 years of age, can you provide required proof? _____ Yes _____ No
 Drivers license number (if driving is an essential job duty): _____
 How were you referred to us? _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER



Employment History

Please provide all employment information for your past three (3) employers starting with the most recent.

Employer: _____ Position Held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____

Salary: Starting _____ Ending _____

Job Summary: _____

Reason for leaving: _____

Employer: _____ Position Held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____

Salary: Starting _____ Ending _____

Job Summary: _____

Reason for leaving: _____

Employer: _____ Position Held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____

Salary: Starting _____ Ending _____

Job Summary: _____

Reason for leaving: _____

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History

List school name and location, years completed, course study, and any degrees earned:

High School: _____ Graduated: _____ Yes _____ No

College: _____ Graduated: _____ Yes _____ No

Technical Training: _____ Graduated: _____ Yes _____ No

Other: _____



References List three references (business and professional only):

Name: _____

Telephone number: _____ Years known _____

Name: _____

Telephone number: _____ Years known _____

Name: _____

Telephone number: _____ Years known _____

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, education institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of SA Youth not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the Americans with Disabilities Act (ADA).

I also understand that if I am employed I will be required to provide satisfactory proof of identity and legal work authorization within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: _____ Date: _____