



THE AFTER-SCHOOL CORPORATION

**PART-TIME POSITION AVAILABLE**  
**Program Data Specialist**  
**Programs Division**

The After-School Corporation (TASC) is a nonprofit organization dedicated to giving all kids expanded learning opportunities that educate, support and inspire them. TASC's vision is that kids from all backgrounds will have access to the range of high quality activities beyond the school day that every family wants for their children: experiences that support their intellectual, creative and healthy development and help them to be their best, in and out of school.

TASC's Programs Division provides resources and support to grantees and the out-of-school time field. The support takes many different forms, including technical assistance (TA) and consultation regarding program design, staffing, and curriculum. This position is a 16 hour a week part-time position. Reporting to the Program Director of Program Data Management, the Data Specialist will provide training and TA to help out-of-school time (OST) programs monitor and report data accurately to funders and to use data systems as effective management tools.

**Responsibilities:**

- Provide technical assistance to hundreds of after-school programs that need assistance with Youthservices.net or DYCD Online, documenting each call or mail and the help provided.
- Conduct group and one-on-one training in enrollment/attendance management software.
- Work with TASC staff to understand and resolve specific site software and data collection issues.
- Monitor the accuracy and completeness of the attendance data maintained by after-school programs.
- Design and generate monthly enrollment and attendance management and other reports as requested, including attendance and demographic reports needed by TASC proposal writers and funding sources.
- Conduct online quality control analyses to determine whether programs are using the system correctly.

**Qualifications:**

- Bachelor's degree and at least two years of relevant work experience, preferably in information technology, user support, or a numbers-oriented profession.
- Familiarity with databases and data management required; knowledge of DYCD Online or Youthservices.net preferred
- Strong organizational skills, attention to detail, and ability to multi-task in a fast-paced environment.
- Comfort and capacity to work both independently and collaboratively.
- Knowledge and experience in design and management of childcare, education or youth development programs, a plus
- Strong research, analytic and writing skills.
- Strong working knowledge of MS Office applications, data systems and internet-based programming

**Interested candidates should forward a cover letter and resume to:**

TASC, 1440 Broadway, 16th Fl, New York, NY 10018, RE: Program Data Specialist Search  
And or e-mail to: [employment@tascorp.org](mailto:employment@tascorp.org), Subject: Program Data Specialist Search

*No faxes or phone calls, please. Only those candidates selected for an interview will be contacted.*

**TASC is an Equal Opportunity Employer**