



**Data Administrator**  
**2020-2021 School Year**  
*\$15/hr, part-time*

**About Boston Scores:**

Boston Scores, founded in 1999, is a non-profit out-of-school-time enrichment program headquartered in the Jamaica Plain neighborhood of Boston. We provide urban youth in grades K-12 with free after-school soccer & enrichment programs, serving approximately 1,500 Boston Public Schools students annually.

The mission of Boston Scores is to provide urban youth with team-based education programs that promote health & well-being, academic engagement, and civic leadership.

**The Program:**

- √ 16 Elementary and 12 Middle Schools
- √ Fall (Sept-Nov), Spring (Mar-Jun) After School Programs annually
- √ 30 student participants at each school
- √ Approximately 1,500 BPS students served

**Responsibilities of the Data Administrator include:**

- ❖ This is a part-time data entry position
- ❖ Input all program data including: rosters, registrations, student & coach attendance, surveys and assessments
- ❖ Creation and management of data entry groups and profiles in our Salesforce database
- ❖ Generate weekly, monthly or one-off reports as requested by Program and Finance Managers

**Skills and Qualifications:**

- ❖ Proficiency with Microsoft Excel and Google Docs is required
- ❖ Familiarity with Salesforce is a plus
- ❖ Strong interpersonal skills
- ❖ Candidate should be highly organized and willing to use Project Management software to track To-Do lists
- ❖ Familiarity with Boston neighborhoods and Boston Public School system is a plus
- ❖ Proficiency in Spanish is a plus

**Office Culture, Hours & Compensation:**

- ❖ Position is part-time for 10-20 hours/week (10-15 in the fall, 15-20 in the spring). Position will end around the conclusion of school year in June 2021.
- ❖ Hours/days are negotiable and can be structured for students or persons returning to the workforce part-time.
- ❖ Our office is located in the Brewery building in Jamaica Plain, five minute walk from Stony Brook MBTA station on the Orange Line. Brewery Building has café, gym and adjacent parks and running/biking trails.
- ❖ Ability to work remotely for foreseeable future.
- ❖ Dress is Casual (but neat). Jeans, sneakers & t-shirts welcome. Headphones may be used during data entry.
- ❖ Hourly wage is \$15/hour

**To Apply**

Applications will be viewed on a rolling basis until position is filled.

Please email a cover letter and a resume to Program Manager, Kieran Collier at [kieran@bostonscores.org](mailto:kieran@bostonscores.org)

*Boston Scores is committed to recruiting and maintaining a diverse staff; individuals from all backgrounds are encouraged to apply. Boston Scores does not discriminate on the basis of race, color, ethnicity, religion gender, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parenthood, or any other basis prohibited by applicable law.*