

## Data & Information Coordinator

**SUPERVISOR:** Director of Operations  
**POSITION:** Full Time, Hourly non-exempt

### DESCRIPTION

The primary focus of this position is performing a variety of general office and data entry duties. This work is performed under the direct supervision of the Director of Operations following established instructions and procedures. The responsibilities of this position can be learned through on the job training. This is a non-supervisory position, but may assist in assigning work to volunteers.

### SONH CULTURE

Special Olympics New Hampshire is a fast-paced, non-profit organization providing services to people with intellectual disabilities. The organization has a small staff, a heavy workload and frequently works under deadline pressures. Employees must demonstrate personal discipline and self-motivation to meet SONH organizational and program goals. Each SONH staff member is expected to demonstrate good interpersonal skills, attention to detail and flexibility in assignments, tasks, schedules and roles in working cooperatively to meet our goals.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The Data & Information Coordinator collects, enters and provides data both internally to the SONH staff and externally to the general public through our website, newsletter, social media and mass email messages.

The primary responsibility of the Data & Information Coordinator is to work with the Director of Operations to provide event support to multiple program and/or development events. Event support tasks will vary for each event but may include items such as:

- Data collection and entry
- Managing registration
- Recording event results
- Providing information to event staff
- Updating website content
- Posting event information to social media
- Drafting press releases
- Drafting newsletter articles
- Reviewing, organizing and editing event photos and video

Flexibility in work assignments and role is essential in all of our work. Staff will report directly to volunteers leading specific projects each year. Demonstrating support for our athletes, donors and volunteers is a requirement for all staff.

Additional responsibilities may include, but are not limited to:

- Representing a culture of quality data. Consistently reinforcing the importance of data (collection, entry and use).
- Lead volunteers in data entry.
- Resolving discrepancies in information to create and maintain quality data.
- Cross training with other operations department staff.
- Answering, screening and directing incoming telephone calls to appropriate staff.
- Attending events throughout the year as necessary (including, but not limited to: State Summer Games, State Winter Games, Penguin Plunge, Volunteer Leadership Weekend, To Serve & Protect Day, Champion's Together Breakfast, State Bowling Tournament and the New England Conference)
- Performing other tasks as assigned

## **KNOWLEDGE AND EXPERIENCE**

- Attention to detail and accuracy are essential in this position
- Comfortable working in a fast-paced environment, and has the ability to multi-task
- Understands the sense of urgency required to support an event
- Ability to be flexible in thinking and problem solving
- Able to compose correspondence, edit work for spelling and grammar, and present end product in a professional and visually appealing manner
- Proficient in Microsoft Outlook, Word and Excel
- Excellent written and oral communication skills
- Ability to convey a positive and professional image
- Valid driver's license

Interested candidates should send cover letter with salary requirements and resume to:

Bridget Carleton  
Director of Operations  
Special Olympics New Hampshire  
650 Elm Street  
Manchester, NH 03101  
[BridgetC@sonh.org](mailto:BridgetC@sonh.org)  
Fax: (603) 624-4911

No phone calls, please.