



ADMINISTRATIVE ASSOCIATE/DATA SPECIALIST

The CAYL Institute's Administrative Associate/Data Specialist is responsible for providing support related to data collection and analysis in addition to administrative support for The Metro Boston Good Jobs Coalition: Child Care Sector grant (GJC) and other CAYL projects and initiatives. The individual will work with partners to gather data needed for grant reporting and evaluation purposes and ongoing monitoring of the grant project.

The CAYL Institute is a nonprofit organization that brings multiple voices and diverse perspectives together to work towards timely, relevant, and immediately actionable solutions for young children.

Responsibilities of Position:

The essential functions include, but are not limited to the following:

- Assume responsibility for managing administrative related duties (i.e., organizing, inputting, and tracking data, developing, and sharing database protocols, reports and presentations, managing calendars and schedules, etc.) that ensure the GJC project functions well throughout the three-year period of the grant.
- Coordinating with job sourcing agencies, colleges, and CAYL team members to collect and record data
- Provide program and administrative support and technology operations assistance to GJC staff and initiatives.
- Support Director of Operations in selected programmatic responsibilities including development, implementation, tracking and reporting on program and organizational performance metrics and goals.
- Assist in collection, review, and analysis of data and statistics related to implementation and facilitation of GJC programs and projects
- Produce written reports as required.
- Participate in and represent CAYL in meetings (both Zoom and in-person) as appropriate and required.
- Assist in management of relationships with partners, external vendors and grantees
- Other duties as necessary



Qualifications:

- Bachelor's degree or higher and related coursework in qualitative and quantitative analysis, organizational development or program and project management.
- Familiarity with program/data analysis and grant reporting requirements
- Detail oriented and skilled at organizing, prioritizing, and meeting deadlines
- Experience and proficient with scheduling and meeting support tools like Calendly, Doodle, Survey Monkey, Zoom, and project management tools
- Proficiency in the use of spreadsheets, word processing (Office, Excel, and Outlook, in particular) and Google applications and databases
- Knowledge of project management systems
- Experience with statistical software such as Excel, SPSS, and R
- Experience working with multiple databases and software programs
- Demonstrated ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality
- Experience making complex and time-sensitive decisions

The CAYL Institute is located in Milton, Massachusetts. This position can be in-person, hybrid, or fully remote.

To apply for this position, send your resume and cover letter to: info@cayl.org. Qualified applicants will be contacted quickly.