The Hunger Network of Greater Cleveland (HNGC), a non-profit organization that strives to reduce hunger and improve health and nutrition across its service area, seeks a full-time Data Coordinator. This position is 100% grant-funded and reports to the Finance Manager.

**Position Summary**

This position is coordinates data in a way to help the HNGC make better business decisions. This position collects data to analyze business functions and efficiencies. The key responsibilities of the Data Coordinator are as follows:

**General Responsibilities**
- Assists Finance Manager and other key staff to determine monthly allocation amounts to HNGC pantries and hot meals; works with Finance Manager and external Accountant to make adjustments and reconciliations as needed.
- Tracks all invoices and receipts related to government contracts; analyzes spending patterns.
- Issues invoices to hunger centers as needed and tracks payments on balances due.
- Sorts and organizes data; analyzes for quality improvement purposes.
- Designs and maintains an orderly grant and contract filing system; prepares data updates for Development team.
- Works with key staff to compile service and compliance data related to contracts and grants; generates reports, spreadsheets, and graphics; prepares data for presentations and meetings.
- Ensures compliance with government contract requirements; prepares and submits reports as required; helps troubleshoot issues with pantry and hot meal managers as needed.
- Supports HNGC events as required with some weekends and evenings.
- Provides administrative support to management as needed; assist staff with data entry as needed.

**Education**
- Bachelor’s degree in business administration, math, statistics, or equivalent experience.

**Required Certifications/Licenses**
- Valid driver’s license and auto insurance.

**Experience**
- 2-3 years in relevant environment.

**Knowledge, Skills, and Abilities**
- Supports and promotes mission of Hunger Network.
- Presents Hunger Network and self positively and professionally.
- Demonstrates excellent analysis, planning, organizing, and troubleshooting skills.
- Possesses strong customer service skills.
- Possesses strong administrative skills with emphasis on attention to detail.
- Proficiency in Microsoft Office applications, Office 365, SharePoint, and Tableau preferred.
- Demonstrates excellent verbal and written communication skills.
- Able to work with minimal supervision as well as in a team environment.

EOE. Excellent benefits package available. Send cover letter and resume to careers@hungernetwork.org.