

Archdiocese of New York
Inner-City Scholarship Fund
Data and Operations Associate

Primary Responsibility:

The Data and Operations Associate works closely with the scholarship, development, and operations teams in support of Catholic schools and students in the Archdiocese of New York.

Direct Supervisor: Senior Manager, Operations

Responsibilities:

- Maintain student records in data systems and network folders.
- Address operational inquiries and assist staff in resolving issues.
- Assist with the coordination of student sponsor mailings.
- Monitor and respond to email and web-form inquiries.
- Assist with donor acknowledgment letters.
- Implement systems and procedures for tracking student correspondence.
- Ensure internal procedures and program descriptions are documented, updated, and distributed as needed.
- Answer the main phone line, respond to parent inquiries, and direct other callers as appropriate.
- Maintain shared office calendars.
- Assist with communications and outreach to schools.
- Assist the scholarship team in parent outreach.
- Assist with school-based programs as needed.
- Perform additional duties as assigned.

Performance Standards:

- Ensure that all situations are handled promptly and with discretion.
- High level of accuracy and attention to detail
- Good time management skills and the ability to prioritize effectively.
- Ability to multi-task

Position Requirements:

- Bachelor's degree.
- Exceptional ability to stay organized.
- Computer literacy, including word processing, database, Google Forms, and spreadsheet proficiency.
- Raisers Edge experience or related CRM system a plus.
- The ability to work autonomously while keeping the direct supervisor apprised of issues, problems, opportunities, and progress.
- Ability to work collaboratively with colleagues to create a results-driven, team-oriented environment.
- Bi-lingual a plus

Salary: \$55,000 - \$65,000 plus benefits

To apply, please send a cover letter and resume to myrna.anderson@archny.org