FAST Training & Evaluation Coordinator
Vacancy Posting

Position Summary
Families and Schools Together, Inc. is a non-profit agency whose mission is to disseminate FAST, a powerful evidence-based program developed by Professor of Social Work Dr. Lynn McDonald, which uses a variety of research-based activities to empower parents and strengthen the relationship between families, schools, and the community. Visit www.familiesandschools.org for more information.

We are currently hiring an entry-level FAST Training & Evaluation Coordinator to execute the administrative details of providing the training and evaluation for a research project that uses FAST. We are a small, growing operation with a team-oriented philosophy where each staff member handles a wide variety of responsibilities. We are looking for someone who is detail-oriented and energized by handling logistics, working with data, and creating documents. The ideal candidate is also people-oriented and loves talking on the phone, addressing questions, and providing excellent customer service.

This position is based at the FAST office in Madison, Wisconsin. We promote excellence through diversity and encourage all qualified individuals to apply. Please submit resume and salary history to http://www.jobsinmadison.com/apply.asp?jid=3205785. Resumes will be reviewed as they are received and the top candidates will be contacted. No phone calls, please.

Responsibilities
- Coordinate logistics for Trainings and events by organizing details and working with Trainers to handle all paperwork and manage shipment of materials needed.
- Prepare activity reports and other documents, spreadsheets, and presentations. Conduct research on Internet as needed.
- Process Evaluations by entering and analyzing survey data using SPSS, Microsoft Office Document Imaging, Remark (optical mark recognition software), Microsoft Word, and a proprietary Microsoft Access database.
- Provide customer service regarding processing of Trainings and Evaluations.
- Complete data entry to ensure that customer databases are kept up-to-date with contact and activity information.
- Once trained, serve as a resource to provide information on FAST program.

Qualifications
- Bachelor’s degree in Liberal Arts, ideally with a concentration in Psychology, Sociology, and/or Communications.
- 1-3 years of work experience, with a desire to work for a non-profit and passionate about making a difference in lives of children and families.
- Experience working with culturally diverse populations.
- Familiarity with evidence-based programs and prior experience with FAST program is desirable, but not required.
- Highly computer literate with proficiency in Microsoft Word, Excel, and PowerPoint, and comfortable using Internet for research.
- Experience using SPSS and familiarity with basic statistical analysis and reporting.
- Experience using databases, ideally Microsoft Access databases and Customer Relationship Management (CRM) software for tracking customer information.
- Strong oral and written communication skills, with experience creating documents and presentations.
- Self-starter with aptitude to balance multiple priorities, solve problems and take initiative to work independently.
- Strong attention to detail and organization skills.
- Team player with a customer service orientation.
- Position will require some lifting of boxes weighing 20-50 pounds.