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**Job Description**

**Job Title:** Data Coordinator

**Department:** Performance and Quality Improvement – B2H Program

**Reports To:** Director of Performance and Quality Improvement

**FLSA Status:** Non-exempt

**Effective Date**: June 2025 |Updated Sept 2025

**POSITION SUMMARY:**

The B.R.I.D.G.E To Home (B2H) Program serves individuals returning from Illinois prisons who face significant and often compounded barriers to successful reentry. Frequently excluded from traditional housing and support systems, these individuals are at increased risk of homelessness and recidivism. The program’s primary goal is to provide permanent supportive housing for individuals traditionally considered hard to place, creating a foundation for long-term stability and successful reintegration into the community. Guided by low-barrier, housing placement principles, the B2H Program eliminates preconditions such as abstinence or mandatory treatment participation, offering immediate access to housing.

The **Data Coordinator** position supports TASC’s data collection system, including maintaining the accuracy and completeness of performance measurement data. The Data Coordinator works with the B2H Program to ensure that files are complete and monthly and quarterly reports are submitted accurately and on time. Finally, the Data Coordinator gathers data and information from the landlords and other stakeholders and enters it into the program CRM.

**ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES:**

Data Entry (75%)

* Perform accurate data entry using word processing, databases, spreadsheets, and/or CRM(s).
* Reviews discrepancies in data entered, requests clarification or advises supervisor of issues related to challenges in accordance with agency procedures.
* Organize and analyze data; identify ways to improve data collection.

Support B2H (25%)

* Maintain, update, and archive master and support documents for the B2H Program as needed.
* Identify data trends that can inform ongoing program improvements and client services.
* Assist in compiling data for reports required by the funder and the agency.
* Participate in other required activities that ensure that B2H reports are accurate and disseminated on a timely basis.

**EDUCATION AND EXPERIENCE:**

* High school diploma and/or GED required
* At least two years administrative experience
* At least two years of experience with data entry, data reporting, and generating charts
* Advanced knowledge of computers, including proficiency in Microsoft Office applications and the Internet.

**REQUIRED SKILLS/ABILITIES:**

* Accountability & Dependability
* Analysis/Reasoning
* Attention to Detail
* Communication
* Ethics & Integrity
* Interpersonal Skills
* Teamwork
* Thoroughness

**SUPERVISORY RESPONSIBILITIES**

This position does not have supervisory responsibilities.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and/or fax machines.

**Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. Frequently lifts, carries or otherwise moves and positions objects weighting up to 15 lbs. Frequently bends, kneels and crouches. Repetitive movement of hands, arms and legs. Continuous walking, standing and moving about. The noise level in the work environment is usually moderate.

**Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. with occasional evening and/or weekend hours.

**Travel**

Travel is primarily local during the business day, although some out-of-the area and overnight travel may be expected. Must be available to attend meetings and meet the needs of the program throughout the city, counties or wherever needed (a valid driver’s license, current auto insurance and reliable automotive transportation are required).

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes their understanding of the requirements, essential functions and duties of the position.

Employee Signature Date

Supervisor Signature Date