

Community Action Program, Inc. of Western Indiana Job Description

Position: Data Entry/Office Clerk
Immediate Supervisor: ERSEA Specialist
Supervisory Responsibility: None
Job Base: Central Office
FLSA Status: Non-Exempt
Classification: 2
Effective: June 2026

General Summary of Position:

Responsible for administrative tasks such as word processing, data entry, copying, mailing, etc. to assure that Head Start management office is operating in an effective and efficient manner. Assist other Head Start Management Team staff with varied program tasks as needed.

Essential Functions:

Administrative Support Tasks:

1. Assist in child/family data entry into the child tracking system.
2. Responsible for organizing and mailing all weekly correspondence to county staff.
3. Maintain and organize child/family filing system.
4. Assist in maintaining systems, database files, etc. ensuring security of data.
5. Responsible for taking meeting notes as needed.
6. Responsible for verifying all applicants' eligibility status.
7. Provide support services to Head Start Director and Management Team, as needed.
8. Assist in other duties which may be assigned dependent upon Agency need and demonstrated capabilities.

9. Adhere to all applicable policies and procedures in support of all programs in accordance with Agency philosophy and intent.

Core Performance Responsibilities:

A critical part of employee performance is the consistency of the employee in following Agency standards, rule and regulations, concerning timeliness of reports, quality and thoroughness of work performed, attendance, dress, compliance with administrative guidelines, leadership, teamwork, and the ability to work well with and show respect for others. These are critical to every job and employee in the Agency.

Qualifications:

1. High school diploma or GED required.
2. Must possess visual reading, manual writing, and good verbal communication skills.
3. Require strong computer literacy, database, spreadsheet, and word processing, internet, and email experience.
4. Must possess valid driver's license to travel to assigned area as required. Must maintain liability insurance on personal vehicle and provide proof of such to personnel upon request.
5. Must submit to pre-employment and random drug testing, background checks, fingerprinting, and Head Start physical examination as regulated by Indiana Childcare Licensing and Office of Head Start.
6. Essential functions of the position require the successful candidate to communicate effectively in verbal and written forms, to possess visual reading abilities, and the manual dexterity to keyboard and write. Must have flexibility of movement to stoop, bend, and climb.