



## Data Support Coordinator

**Location:** New York City (Hybrid Work Options Available)  
**Organization:** The Center for Fair Futures  
**Compensation:** \$80,000 + Benefits (based on NYC market and nonprofit standards)

### About Us

The Center for Fair Futures is committed to transforming the way youth-serving professionals engage with young people who have been adversely impacted by systems.

We do this through staff development, coaching, and community building to champion our Fair Futures model; an innovative, relationship-based coaching approach co-designed with young people.

Our work is grounded in equity, healing, and youth voice. Through the power of trusted relationships, we equip professionals with the tools, mindset, and support needed to help young people thrive, both within systems and beyond.

### Position Overview

We are seeking a detail-oriented and organized **Data Support Coordinator** to monitor and maintain data accuracy and integrity in the Fair Futures Care4 online platform. This role, which reports to the VP of Data, Analytics, and Systems, includes the execution of day-to-day data-related tasks and maintenance, as well as ongoing support for staff around data-related inquiries within the Care4 online platform.

### Key Responsibilities

- Possessing an in-depth understanding of the Fair Futures model, the goals and steps framework, and the administrative tasks that staff are responsible for documenting in the Care4 platform
- Managing the Fair Futures INFO and INFO JJ email accounts daily, and responds to staff requests in a timely manner (within 24-48 hours)
- Creating new staff accounts in Care4 platform, updating accounts, and deactivating accounts as needed
- Executing data-entry related tasks and assisting staff with routine tasks in Care4 platform (i.e. adding youth, adding goals, transferring youth, etc.)
- Preparing the foster care ACS Monthly Data Indicators charts and slides each month

- Running scheduled internal reports and following up with staff to conduct data cleaning
- Performing routine data clean up in Care4 platform
- Conducting virtual interactions with Fair Futures staff to support them in using the Care4 online platform to track young people's progress/goals and troubleshoot glitches
- Meeting with the VP of Data, Analytics, and Systems each week in supervision
- Assisting with other data-related requests as requested

## Qualifications

- 2 + years of professional experience in a data-related position
- Proficiency with computer programs/software, including Microsoft Office and Zoom
- Highly detail-oriented
- Excellent organizational, communication, facilitation, and interpersonal skills
- Deep passion for professional development and supporting system-involved youth
- Commitment to trauma-informed and youth-centered practice
- Knowledge of NYC's foster care, juvenile justice, or youth advocacy landscape is a plus

## What We Offer

**Competitive Salary:** \$80,000 + full benefits package

**Comprehensive Benefits:** Health, dental, and vision insurance; retirement plan

**Professional Growth:** Opportunities for development, certification, and advancement

**Work-Life Balance:** Flexible schedule, hybrid work options, and a supportive team culture

**Impact:** A data-driven role that directly impacts hundreds of youth-serving staff and advances the well-being of young people across NYC

## How to Apply

To apply for the **Data Support Coordinator** position, please submit:

1. **Resume**
2. **Cover Letter** – Outlining how your experience and skills align with this role and your commitment to youth development
3. **Three References** – With current contact information

We appreciate your interest in joining our team. Please email your resume and a brief cover letter to [admin@fairfuturesny.org](mailto:admin@fairfuturesny.org) by August 15, 2025. Please include your full name and the role you are applying for in the subject line. While we may not be able to respond individually

to every application, we will be in touch with candidates selected to move forward. Thank you for understanding!