

Temporary Program & Data Support (Part-Time)

March 1 – May 31

Reports to: Executive Director

Estimated time commitment: 15–20 hours/week

Purpose of assignment

Headwaters seeks short-term operational support to strengthen data integrity, ensure smooth scholarship administration during peak season, and provide execution support for spring special events. The assignment focuses on precision, follow-through, and measurable progress within a defined three-month window.

Duties & deliverables

1. Database cleanup & data integrity

Objective: Improve accuracy, consistency, and usability of the organization's constituent database.

Deliverables include:

- Audit and clean donor, scholarship, and stakeholder records.
- Identify and merge duplicate records.
- Standardize naming conventions and data entry formats *per provided format*.
- Update incomplete or outdated records.
- Flag structural issues or systemic inconsistencies that require process change.
- Run agreed donor/constituent reports and deliver them on schedule.
- Produce a brief written summary that documents actions taken, remaining data gaps, and recommended next steps or procedural improvements.

Success measure: A materially cleaner, more reliable database with documented improvements, fewer duplicates, and produced reports that support program needs.

2. Scholarship administration support

Objective: Ensure accurate tracking and smooth administration during the scholarship cycle.

Responsibilities include:

- Track incoming applications and maintain accurate applicant records (using our existing tracking template or CRM workflow). If needed, adapt the template to better prepare for review.
- Organize supporting documentation for review and assemble review packets.

- Assist with communications to applicants and reviewers, including scheduling meetings and confirming logistics.
- Prepare materials for scholarship review committees and support award notification documentation.
- Maintain follow-up tracking — i.e., document commitments, deadlines, next steps and outcomes in the CRM or an agreed spreadsheet so nothing falls through the cracks.
Success measure: Accurate, timely processing of scholarship materials with no preventable administrative delays.

3. Special event support

Objective: Provide organized administrative support for spring events (scholarship luncheon and ceremony/reception).

Responsibilities include:

- Maintain guest lists and RSVP tracking (guest lists will be derived from the donor/constituent system when feasible; where the CRM does not support RSVPs, maintain and reconcile a separate RSVP spreadsheet).
- Support preparation of briefing materials and event packets.
- Assist with onsite logistics coordination as requested.
- Complete post-event data entry and reconciliation, including acknowledgments and post-event reporting.
Success measure: Clean event data, accurate guest tracking, timely follow-up, and reconciliation with the CRM.

Qualifications

- Minimum 18 years old.
- Preferred: 1+ year working with CRMs/databases (or equivalent hands-on database experience).
- Strong spreadsheet skills and attention to detail.
- Clear written communication and basic scheduling/coordination skills.
- Professional discretion handling confidential information.
- Ability to work independently and execute defined tasks efficiently.

Term & compensation

- Temporary, part-time assignment beginning March 1 and concluding May 31.
- Compensation: \$20–\$30/hour, commensurate with experience.