

Job Announcement

Data & Case Management Support Assistant

Anticipated Start Date: 8/1/2026

Schedule: Approximately 10–15 hours per week, August-May

Employment: 1099 Contract



Position Overview

Georgia Appleseed nonprofit law center seeks a **Data & Case Management Support Assistant** to support our work helping K-12 students and families navigate school-related challenges. This role focuses on maintaining accurate client records, entering case-related data, and communicating primarily with parents, grandparents, and other caregivers seeking support for students.

The Data & Case Management Support Assistant will primarily be responsible for opening files in the organization's case management system, entering accurate case-related data, and conducting follow-up calls to gather information about outcomes and services received. The role is supervised by the Senior Staff Attorney and may also include occasional administrative support as needed.

Key Responsibilities & Duties

- Open and organize case files in the case management system.
- Enter case-related data accurately and in a timely manner.
- Document follow-up information clearly and consistently.
- Build rapport while gathering information with professionalism, respect, and empathy.
- Maintain confidentiality of case information and case records.
- Support staff with occasional administrative tasks as assigned.
- Help ensure case records are complete, accurate, and up to date.
- Identify and flag missing, inconsistent, or incomplete information in case records.
- As needed, conduct follow-up calls with parents, grandparents, and other caregivers to gather information about student outcomes.

Core Competencies & Requirements

- Strong attention to detail and accuracy.
- Experience entering and managing information in a database, CRM, student information system, healthcare record system, or case management system is preferred.
- Professional and respectful communication skills, including by phone.
- Ability to handle confidential information with discretion.
- Strong organizational skills and ability to manage assigned tasks independently.
- Basic computer proficiency, including email, spreadsheets, data entry, and document management.

- Strong keyboarding and data entry skills with a high degree of accuracy.
- Experience communicating with parents, caregivers, students, or clients by phone is preferred.
- Prior administrative, nonprofit, legal, social services, education, healthcare, or client support experience is helpful but not required.
- Contractor must provide their own computer, internet access, and telephone.

Work Schedule

This is a 1099 independent contractor position of approximately 10–15 hours per week. The position will begin in August and will continue during the school year only, through May. Specific weekly hours and schedule will be determined based on organizational needs and the selected contractor's availability.

Contractor must be available to work in the office at least one day each week in the metro Atlanta area (office is currently located in Cobb County).

Compensation

\$17–\$22 per hour, depending on experience.

How to Apply

Application deadline is July 12. Interested applicants should submit to hr@gaappleseed.org:

- A current resume
- Brief responses (100-200 words each) to the following questions:
 1. Why are you interested in supporting Georgia Appleseed's work helping students and families navigate school-related challenges?
 2. Describe a situation where accuracy and attention to detail were critical to your work.
 3. This role involves making follow-up phone calls to caregivers and documenting information in a database. Which aspect of this work do you think would be easiest for you, and which would be most challenging?

Applications must include both a resume and the questionnaire responses to be considered. No phone calls, please. Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early applications are encouraged.

Interviewed candidates may be asked to perform a skills assessment. Prior to employment, we will conduct a background check.

Georgia Appleseed is an equal opportunity employer. We value diversity and welcome applicants from underrepresented communities. Reasonable accommodations will be made for qualified individuals with disabilities.