



Data Coordinator

SUMMARY OF POSITION

Program: Quality Assurance/Compliance

JVS transforms lives by helping people build skills and find jobs to achieve self-sufficiency. The Data Coordinator provides crucial support by ensuring the integrity of our data, running reports, performing data analysis, and working cross-functionally with staff.

Principal Relationships:

Reports to: Senior Manager of Data Quality and Evaluation

Collaborates with: (Dina), PA team, program coordinators, various staff members, as needed, to improve data collection and quality

Supervises: not applicable

Scope:

- Complex data management and data entry into multiple databases
- Run reports in Access and Salesforce
- Perform data analyses
- Work on data-related projects, both internally, and with external partners
- Write QA reports, and follow-up with staff to ensure quality data entry
- Work cross-functionally with staff to improve data collection and analysis
- Build dashboards

QUALIFICATIONS

Minimum Qualifications

- Ability to identify and implement process improvements
- Ability to capture, retrieve and analyze data to meet reporting needs
- Exceptional attention to detail and ability to meet deadlines and objectives
- Understanding of relational database structure

Preferred Qualifications

- Demonstrated experience with Power BI, Tableau, or other data visualization tools
- Basic knowledge of SQL
- Experience working in Formsite, or other form/survey building applications
- Knowledge of Salesforce, including how to run reports and create dashboards
- Bachelor's degree or equivalent experience

PRINCIPAL ACCOUNTABILITIES/ESSENTIAL FUNCTIONS

- Provide data entry support to program staff; gather, organize and enter data into JVS's database of record, Salesforce.
- Provides Quality Assurance (QA) for data
- Follow-up with staff to ensure that data is being collected and entered, as needed

- Enter data into external funder databases, as needed
- Collect and distribute monthly, quarterly, and annual data for program reports.
- Coordinate and execute agency-wide data projects
- Respond to requests for data pulls in Salesforce and Access
- Make changes to Power BI dashboards based on staff feedback

PHYSICAL REQUIREMENTS OF THE POSITION

- This position will be working in a typical office setting, with no extremes in temperature or lighting.
- Applicants should be able to work with equipment typically found in an office and should be able to perform the essential functions of the job, with or without accommodation. Possible accommodations needed should be discussed prior to the onset of employment and/or the interview process.

STATUS AND POSITION INFORMATION:

Classification: Full-time, non-exempt
Benefits: Eligible for all benefits offered to regular employees
Date written/ revised: February 2020

Salary Range: 60 – 66K, DOE

This position is contingent on funding and will be evaluated annually.

DISCLAIMERS

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employees assigned to this job.

JVS is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, gender, gender identity, gender expression, sexual orientation, age, national origin or disabilities. Auxiliary aids and services are available upon request to individuals with disabilities; please let us know if you need accommodations for the interview process.

I have received and read this job description. I understand that it is not meant to be an exhaustive list of all possible responsibilities, and that it will change and be updated as the team and agency priorities and objectives change.

Signature of Employee	Date

Signature of Supervisor	Date