

POSITION DESCRIPTION

TITLE:	DATA MANAGER
DEPARTMENT:	PROGRAMS
STATUS:	PART TIME – NON-EXEMPT
Salary Range:	\$35,000 - \$45,000/annually – Based on experience
Benefits:	Full Benefits
REPORTS TO:	Director of Program Operations
SUPERVISES:	Data Clerk

OVERALL RESPONSIBILITIES:

The **Data Manager's** primary responsibility is to oversee and manage the information systems for the agency. The Data Manager oversees the department staff in the collection and processing of data from approximately 65 locations, manages the input and output of information from the agency's SQL & Access database, and coordinates with other managers, field staff and consultants as needed to ensure the department's goal of delivering accurate, timely and useful data is accomplished. The Data Manager will also conduct institutional research and evaluation data to support and enhance decision-making, strategic planning, outcomes and external reporting.

EXPECTATIONS:

- Work with Director of Program Operations, Grant Manager, CEO and external evaluator in determining data collection and reporting requirements and timetables.
- Update and revise the agency's database as needed, including maintaining a database design and report manual.
- Coordinate with Teleform on design of agency and external evaluator forms and link forms to SQL system.
- Create guidelines and timelines for data collection, entry and verification and provide training on these.

- Oversee the timely collection and daily processing of information from approximately 65 locations, serving an average of 100 students per site.
- Identify and pro-actively address any data-related problems within the field and/or the Data Department.
- Ensure data completion and accuracy on an ongoing basis.
- Manage the timely preparation and accuracy of the agency's monthly analytical and other reports.
- Review the monthly analytical reports with the Program Director, CEO and other departmental Directors, and identify and recommend areas for improvement.
- Program the database to provide other data reports and output files for the agency and its external evaluator as requested.

QUALIFICATIONS AND EXPERIENCE:

- Minimum of Bachelor's degree in a related field.
- Minimum three years' experience in database management field.
- Demonstrated experience and computer proficiency with SQL
- Visual Basics, Microsoft Access, Word and Excel, and Internet communications.
- Preferred familiarity with social science research and applied research protocols.
- Experience with Teleform
- Strong organizational skills and a demonstrated ability to manage and lead.
- Demonstrated experience in critical thinking and problem solving.
- Occasional travel to field locations.

HOURS:

Full-time - Monday through Friday – 40 hours/week

*******Must submit resume containing the position title in the subject line of the email in order to be considered for the position. *******