



Position Title: Data Specialist (MORA Project)
Supervisory Responsibilities: None
Budget Responsibilities: None
Reports To: Data and Evaluation Manager
FLSA Classification: Non-Exempt
Date: September 2023

POSITION SUMMARY:

Manages the Organization's program database to ensure objectives are met and the highest quality services are provided to clients. Responsibilities include the development, implementation, and oversight aspects of the ETO software system.

PRIMARY RESPONSIBILITIES:

1. Participate with focus and professionalism at required training, presentations, and meetings.
2. Supports Identity's mission and values. Continually look for ways to improve the organization and work in alignment with Identity's strategic goals. Brings best self to workplace and shares ideas and suggestions.
3. Maintain confidentiality of all sensitive information.
4. Input all data into our database. Ensure all data is input before the deadlines each month. Pays attention to details and ensures accurate and error-free documents, data, entries, etc.
5. Provide excellent customer service to all contacts, including colleagues, clients, vendors, etc.
6. Work to build and maintain an excellent collaborative and professional relationship with other Identity Managers. Offer solutions/ideas for issues and concerns that are raised regarding ETO or other database systems.
7. Keep the Coordinator informed of any issues that may prevent data from being entered on time. Ensure that all data is input correctly with minimum errors.
8. Prepares all required reports and deliverable reports, ensuring the accuracy and quality of the descriptions, analyses, and statistics by required deadlines.
9. Work collaboratively with the Data Control Coordinator to ensure data quality entered in ETO and other database systems.

SECONDARY RESPONSIBILITIES:

1. Participate in the organization's advocacy activities.
2. Assist coworkers as needed.
3. Perform other duties as assigned, required, or needed.

EDUCATION AND EXPERIENCE:

- High school diploma or GED required. Associate or bachelor's Degree preferred.
- Minimum two years of experience working with data.

SKILLS AND ABILITIES:

- Bilingual English/Spanish required.
- Proficient in Microsoft Office.
- Strong oral and written communication skills.
- Demonstrate reliability, attention to detail, and creativity in work.
- Practice with a strong set of ethics and integrity and fulfill obligations.
- Demonstrate sound judgment.
- Can prioritize and organize multiple projects to meet deadlines signifying good problem-solving skills, effective and efficient use of resources, and flexibility in working schedule.
- Can work under pressure and promptly resolve urgent situations with patience and professionalism.
- Strong interpersonal skills with the ability to build rapport with others while upholding strong customer orientation.
- Work collaboratively with diverse clients and staff at all levels.

WORK ENVIRONMENT:

- Require travel between sites. A valid driver's license is required.
- Continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 70% of the workday.
- The ability to lift and move up to 10 lbs.