

**Data Management Coordinator**  
**Full-time & Benefits eligible**  
Monday – Friday 8:30am-5:00pm



*Emerge Center Against Domestic Abuse has begun an organizational process of transforming philosophy and practice to acknowledge the root causes of violence as being embedded in multiple, intersecting systemic oppressions (sexism, racism, homophobia, transphobia, classism/poverty, able-ism, and anti-immigrant sentiment).*

*These conversations directly impact the climate and culture of our organization and are tied to the climate and culture in our community related to violence as a normalized experience. We are seeking team members across the organization who understand that humanizing the experience of all people is a radical act in a non-profit system and who are willing to be a part of transforming our organizational culture to be a more antiracist multicultural institution.*

*We are seeking job applicants who understand it is our responsibility to ensure that our responses to domestic abuse must include the experiences of those who are most in need and who have the least amount of access to help and support and who can work in an environment that is rapidly changing.*

**We're committed to making our community a safer place for everyone. Join us!**

In this position you will:

- Manage, analyze, and oversee data quality for all data related to program service delivery agency-wide.
- Compile data for funder reports and internal program development purposes.
- Be the primary administrator, and a key employee/volunteer trainer, for Emerge's client database system.

**ESSENTIAL DUTIES**

- Keep confidential and/or privileged and proprietary information confidential during and after employment. Examples of where this confidential information may be derived from include, but are not limited to electronic communication (e-mail, text message, etc), personal conversations and documents an individual has access to. Unless specifically directed by the CEO, Vice President of Operations & Philanthropy or a vice president, confidential/privileged information will not be shared with any other individual, both inside and outside of Emerge
- Care shall be taken to keep verbal conversations about confidential information out of earshot of others, and that documents containing confidential information are not left in the open or inadvertently shared
- Compile, analyze, summarize and report service and participant data from Emerge's client database system, participant surveys and other data sources
- Track and trend data to identify service delivery strengths and areas for improvement
- Conduct and oversee quality control checks in Emerge's client database system to ensure accurate and consistent use of data collection methods system wide
- "Translate" complicated datasets to ensure institutional understanding and contribute to improving data collection and interpretation
- Compile data and complete/submit all reports for government funders
- Serve as the primary administrator, and a key employee/volunteer trainer, for Emerge's client database system
- Coordinate monthly internal reports related to program service levels, to support employees and volunteers with improvement in data collection

- Partners with the Vice President of Operations & Philanthropy to ensure agency compliance with funder requirements and internal policies/procedure related to data collection and service delivery
- Conduct annual survey of Emerge's collaborative partners
- Maintain grant report files in the Master Grant Files
- Coordinate storage of paper program participant files
- Adhere to agency policies and procedures and all City, County, State and Federal regulations
- Attend all meetings as required

**REQUIRED EXPERIENCE AND QUALIFICATIONS - Any combination of at least 2 years of work, professional or life experience (personal), in the following areas:**

**Note:** Emerge recognizes that the required skills and knowledge needed to fulfill the requirements of this position can be derived by formal professional experience as well as other life experience outside of a professional setting. Qualified applicants will be asked to make a direct connection between their work or life experience and the required qualifications below. We also value the added foundation that formal education can provide, however, any years spent in an educational institution will not count directly toward the number of years required or preferred. Additionally, while this position does not focus on the delivery of direct services and support to survivors of domestic abuse, all positions at Emerge ultimately serve to advance the mission of creating opportunities for all survivors in our community to access safety and a life free from abuse.

- Experience with database programs
- Maintain files, analyze data, review reports and data for accuracy
- Prepare and present reports as needed for internal and external agency needs
- Demonstrate willingness and ability to confront racist, homophobic, transphobic behavior/comments in any setting
- Ability to build authentic relationships with team members, supervisors, and program participants through practices such as listening to gain deeper understanding, being vulnerable and engaging in giving and receiving feedback
- Ability to examine your own privilege and connections to power and/or oppressions so that you can work in service and consideration of the entire humanity of others
- Ability to function in a complex institution and systems with a focus on problem solving and adaptability

**PREFERRED EXPERIENCE QUALIFICATIONS**

- 4 years of experience or a combination of relevant education and experience
- Experience with Client Track software system
- Bilingual (English/Spanish)

**REQUIRED COMPETENCIES**

- Intermediate to advanced computer skills including e-mail, calendars, document processing, spreadsheets and databases
- Ability to create and maintain systems and processes
- Experience working with diverse populations
- Excellent interpersonal, written and oral communication skills
- Strong customer service skills, highly proactive, and motivated
- Strong problem-solving skills
- Strong working knowledge of data collection and analysis techniques
- Attention to detail
- Ability to meet critical deadlines in a fast-paced, team oriented environment, while taking initiative to complete projects
- Ability to travel between Emerge sites
- Ability to work well independently and be self-motivated

**OTHER REQUIREMENTS**

- Appropriate fingerprint clearance through the Arizona Department of Public Safety
- CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance

**PHYSICAL DEMANDS**

- Must be able to sit or stand for long periods of time
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately or quickly
- Provide CPR/First Aid
- Must be able to lift up to twenty-five pounds

Emerge is an equal opportunity employer