

Data Management & Administrative Project Coordinator

Full-time/Benefits Eligible

Bilingual (English/Spanish) Preferred

Monday-Friday 8:30 am to 5:00 pm

Annual Salary: \$55,692 (not negotiable)*

**Bilingual differential pay available*



PLEASE NOTE: if you are interested in applying for this position, please go to emergecenter.org/employment to fill out a full application. Resumes and cover letters submitted through Indeed (or any third-party website) will NOT be reviewed.

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, ableism, 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!

POSITION OVERVIEW

During funder quarterly reporting months (July, October, January and April), the Data Management & Administrative Project Coordinator compiles data for funder reports. The Data Management & Administrative Project Coordinator also oversees data quality for all data related to program service delivery agency-wide, runs data reports for internal use, and serves as one of the primary administrators for Emerge's client database system.

During the other eight months of the year, the Data Management & Administrative Project Coordinator prepares and submits some monthly reports, while also providing support to other administrative areas of the organization, such as Finance/Accounting, Community Engagement and Operational Resources. The specific tasks or projects will vary based on agency need at the time.

This position will have exposure to information that is confidential in nature. All confidential and/or privileged and proprietary information shall be kept confidential during and after employment.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES

- Commits to upholding the agency's mission, vision, community guidelines and values of safety, liberation, responsibility & repair, love, innovation, and joy. We value diversity, inclusion, equity, and belonging in all that we do

- Engage in radical service to, and acceptance of, staff and participants as they are by committing to showing up with integrity and love and encouraging all to use their power to affect change
- Commits to creating and maintaining a safe, equitable, trauma-informed, and healing work environment for all participants and staff members
- Commits to a culture of understanding how our collective actions affect participants' efforts to regain their independence and rebuild their lives
- Assess potential crisis situations responding to, and accurately documenting, in an equity-centered and trauma-informed manner while notifying appropriate personnel as soon as possible
- Follow all protocols and practices of Emerge programs, as well as all city, county, state, and federal rules
- Displays an ability to identify problems and generate a range of solutions utilizing creativity, collaboration, open communication, and critical thinking skills
- Maintains confidentiality of shelter sites and information pertaining to all staff, participants, and visitors.
- Dedicated to personal development, furthering knowledge, services, and approaches to better meet needs of participants and staff
- Strives for innovation incorporating new tools, practices, and mindsets that support relationship building, rest, restoration, and healing; not only for collective liberation but also for our individual wholeness, freedom, and ability to thrive
- Attend all meetings and trainings as required

ESSENTIAL DUTIES

Data Management:

- Compiles, analyzes, summarizes and reports service and participant data from Emerge's client database system, participant surveys and other data sources
- Conducts and oversees quality control checks in Emerge's client database system to ensure accurate and consistent use of data collection methods system wide
- Compiles data and completes/submits all reports for government and non-government funders
- Serves as a primary administrator, and a key employee/volunteer trainer, for Emerge's client database system
- Produces monthly internal reports related to program service levels, to support employees and volunteers with improvement in data collection
- Partners with the CEO to ensure agency compliance with funder requirements and internal policies/procedure related to data collection and service delivery
- Maintains grant report files

Other Administrative Duties

- Provides project and/or task support to administrative areas of the agency, such as Finance/Accounting, Community Engagement and Operational Resources.
- Serves as a back-up for the Administrative Assistant

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 serve survivors of domestic abuse can be derived by formal professional experience as well as other life experience outside of a professional setting. Applicants will be asked to make direct connections between their work/life experience and the required qualifications. We value the added foundation of formal education, however, any years spent in an educational institution will not count directly toward the number of years required/preferred.

- 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 AND QUALIFICATIONS - Any combination of at least 5 years of work, professional or life experience (personal), in the following areas:

- 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

- Ability to obtain appropriate fingerprint clearance through the Arizona Department of Public Safety
- Ability to obtain CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance (as applicable)

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
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Emerge is an equal opportunity employer

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