

Data Coordinator Job Posting

Are you a talented Data Coordinator? This position will be implementing data collection/evaluation protocols across the organization. Under the guidance of the Lead Researcher and Evaluator, the data coordinator will facilitate team training and technical assistance/compliance monitoring on required data collection activities, assist with technology and software interfaces between Monday.com, Mosaix Impact, and other data management software, manage deliverables and provide support to the team on data-related concerns.

The ideal candidate for this position will be an innovative, enthusiastic professional who is detail-oriented with entering data for the requirements of this position.

This is a 37.5 hour full-time, Connecticut-based, benefits-eligible position. There will be occasional evening or weekend hours. Some travel may be required within the state of CT when video needs to be shot offsite. Travel will be based on CDC guidelines to community sites, meetings, schools, conferences, and training, as appropriate. ***This position will be Work at Home to begin 2022 and may require staff to work in-person at our East Hartford, Connecticut office. A cover letter with your resume is required for consideration.***

List the Essential Functions

- Data entry (35%)
- Day-to-day coordination of databases for reporting using Monday.com (30%)
- Assist with the implementation of evaluation protocols for programs and projects (15%)
- Assist with development of reports, evaluation tools, and products for social media (5%)
- Assess the validity, utility, and cultural responsiveness of the tools and procedures that are used by The Partnership and its consultants, and subrecipients under the guidance of the Lead Researcher and Evaluator (5%)
- Unassigned tasks (10%)

Knowledge & Skills

- Attention to detail to ensure data is entered correctly and protocols are followed
- Ability to enter data accurately and quickly
- Ability to keep track of a large amount of data e.g., files, emails, spreadsheets, and other documents related to data collection, analysis, and reporting
- Proactive decision-making skills
- Personal qualities of integrity, credibility, and a commitment to The Governor's Prevention Partnership's mission and core operation principles
- Ability to communicate with team members and community stakeholders about issues related to data collection and interpretation in terms that can easily be understood by someone with limited statistical or research backgrounds.
- Ability to establish relationships with the team and community stakeholders
- Capacity to learn online systems and tools independently
- Problem-solving abilities

Minimum Qualifications

- Bachelor's degree in criminal justice, public health, social work, or equivalent is required.
- Completion of an introductory course on research design and methods required.
- 2-3 years of formal experience as a research assistant or equivalent position in an academic, research, criminal justice, social work, public health, or non-profit quality assurance setting.
- 3-4 years of experience and proficiency using Microsoft Office, SPSS, and similar research and evaluation software required.
- Proficiency with data coordination and technology applications.
- Passion for, and demonstrated commitment to, improving the lives of disadvantaged families, sensitivity to the needs of diverse racial and ethnic populations.
- Excellent written and presentation communication skills.
- Personal qualities of integrity, credibility, and a commitment to The Governor's Prevention Partnership's mission and core operation principles
- Must have transportation and a valid Connecticut driver's license for travel throughout Connecticut.
- Must be available to travel and attend meetings, conferences, and other events during normal business hours, and occasionally during evening and weekend hours.
- Covid-19 Vaccination

Work Context

Travel may occur post COVID and based on CDC guidelines to community sites, meetings, schools, conferences, and training both in and out of state.

This grant funded position provides a salary range of \$52,000 - \$55,000 with a full benefit package including paid time off, medical, dental, vision, life insurance and a retirement account among other benefit options.

A cover letter with your resume is required for consideration.

Closing Date: October 28, 2022

Reference posting id# DC) to: Humanresources@preventionworksct.org

The Governor's Prevention Partnership is an equal opportunity employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status, or any other basis prohibited by law.