



## **JOB POSTING**

### **DATA MANAGER (Part-Time, with the potential for Full-Time work)**

**Posting Date:** March 13, 2024  
**Position Title:** Data Manager, Part-Time  
**Classification:** Exempt status  
**Reports to:** Director of Grants & Compliance  
**Anticipated Start:** April 1, 2024

**JOB HIGHLIGHTS:** The Data Manager oversees the development and use of the agency data base systems, ensuring effective data management, securing procedures, and analyzing data. They create reports and forms, train staff on usage, and troubleshoot data-related issues for the agency.

This is an *exempt*, part-time, 21 hours per week, position. The Data Manager reports to the Director of Grants & Compliance.

**LOCATION:** This opportunity is a hybrid role based in Rockland County – New City, New York.

### **YOU'LL BE RESPONSIBLE FOR...**

#### **Reports**

- Creating new reports as necessary.
- Modifying and maintaining existing reports and report accessibility.
- Entering report data into outside systems.

#### **Forms**

- Designing and creating new data-input forms (tables) as required.
- Modifying existing forms.
- Adding/removing fields.
- Creating form logic.
- Linking forms.
- Correcting design or end user issues.

**Troubleshooting** account lockouts, slow system response, data access issues, etc.

## **Data Cleanup**

- Fixing incorrectly entered or duplicated data.
- Deleting erroneous data and forms.
- Monitoring missing data and working with staff to complete.

## **Other**

- Assisting the agency by seeking out and recommending other data tools as needed.
- Managing and or administering additional data systems as needed.

## **YOU MUST HAVE...**

- A degree in data management or computer information systems is preferred; work experience in data management is required.
- A working knowledge of database fundamentals and best practices.
- Extreme attention to detail.
- A proven track record as someone who is a driven self-starter; a person who takes initiative and is capable of working independently.
- Flexibility regarding work priorities.
- Sensitivity to the needs of users across various programs throughout the agency.
- The ability to make things work for all departments.
- Strong communication skills (both verbal and written).
- The ability to work in a fast paced, crisis-oriented environment: assess priorities, take initiative, handle multiple assignments and meet deadlines.
- The ability to work collaboratively in a multi-disciplinary environment.
- A willingness and the ability to work flexible hours when needed.
- The ability to attend all agency-required trainings, including a weeklong onboarding training at the Residential Shelter.
- While performing the duties of the job, you must possess the ability to communicate with staff and clients.
- A valid driver's license and access to reliable, insured transportation are required.

## **YOU'LL BE SUCCESSFUL IF...**

As a passionate advocate for social justice, you adopt an anti-racist and anti-oppression lens to understand gender-based violence. You recognize that victims and survivors come to the Center while navigating different structural and social injustices that affect their experiences of survivorship. You also understand that this work requires an ongoing commitment to developing the language and tools we need to undo institutional oppression. You are flexible and work well as part of a team and independently. You have excellent time-management skills and a demonstrated ability to multi-task. You are accountable for doing what you say you are going to do.

**TEAM OVERVIEW:** The Center's Data Manager is a key position within the Grants & Compliance Department. The Data Manager also works closely with our colleagues in all of the other departments, providing a holistic range of supports for individuals and families experiencing domestic violence, sexual assault, human trafficking and other crimes, this position furthers the Center's mission in accordance with our [mission, values and vision](#).

**ORGANIZATIONAL OVERVIEW:** At the Center, we strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence, sexual assault, human trafficking, and other crimes. Our dynamic and diverse team of compassionate advocates is working to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

The Center is a 501(c)(3) nonprofit organization, responding to domestic violence, sexual assault, human trafficking and other crimes in Rockland County, New York, by providing multi-lingual, trauma-informed legal and supportive services. We bolster our work with clients by engaging in extensive outreach and community education, strengthening the systemic response to all forms of gender-based violence.

**GREAT BENEFITS AND PTO PACKAGE:** The Center's part-time employees accrue 40 hours of PTO annually and receive holiday pay for any Center-designated holidays that fall on the employee's regularly-scheduled day of work. A 401k plan is also available.

**SALARY: \$38,220 annually**

**APPLICATION INSTRUCTIONS: NO PHONE CALLS PLEASE.** To apply, please submit a cover letter and resume via email to Human Resources at [humanresources@centersc.org](mailto:humanresources@centersc.org) with the job posting title in the subject line: *Data Manager, Part-Time*.

*Center for Safety & Change values you, your growth, and your contributions. The Center believes that an effective, broad-based movement for social transformation must be rooted in anti-racist and anti-oppression principles as we work towards a more just and equitable society. BIPOC, people with disabilities, and members of the LGBTQ+ Community are encouraged to apply. The Center's policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.*

For Information on the Center for Safety & Change please go to  
[www.centerforsafetyandchange.org](http://www.centerforsafetyandchange.org)