



**Position:** Data Specialist

**Purpose:** To provide: 1. Data entry and data entry streamlining, 2. Data analysis and reports for accuracy and compliance with funders' specifications, 3. Technical assistance and data management with various Jackson Street systems.

**Qualifications:** Bachelor's degree in computer science or related technical field. Must have strong analytical skills, detail-oriented, organized, and work effectively both independently and as a member of an integrated team. Experience creating and maintaining database systems and analyzing data in Microsoft Excel and other programs. Demonstrate cultural sensitivity and an ability to work with people from diverse cultural backgrounds, maintain confidentiality, engage in respectful and collaborative problem solving, and present with professional appearance appropriate to the position. All Jackson Street employees must pass criminal history check. Must have a commitment to Jackson Street Youth Services' mission and values.

**Specific Duties:**

*Data Systems-*

- Work collaboratively with Shelter Manager and outreach staff to ensure data is entered into Access and HMIS databases.
- Further decrease the number of employees inputting information into data systems.
- Support Program Director in pulling reports from database and help streamline reporting tools.
- Support and improve reporting to ensure accuracy and efficiency.
- Work and contribute as a team member in the design of improvements for existing reports and data entry.
- Desired: Create and manage custom data transfer programs between databases.

*Technical Assistance-*

- Communicate with technical systems contractors to help setup systems for new staff and to troubleshoot technical issues.
- Setup and help maintain database and network systems (computer, phone, voicemail, printer systems).
- Train staff on network and data systems usage.

**Data Specialist reports directly to the Program Director**