Position: Data Specialist

Purpose: To provide: data entry and data entry streamlining, data analysis and reports for accuracy and compliance with funders' specifications, and technical assistance and data management with various Jackson Street systems.

Responsibilities

- Maintain knowledge, understanding, and updated training in databases
- Work collaboratively with Program Managers and direct care staff to ensure data collection is effective and direct care staff are well trained
- Develop processes (for self and appropriate other staff) for inputting information into data systems to ensure accuracy and consistency of data
- Support supervisor in pulling funder specific reports and program development data, help streamline reporting tools
- Review, assess, design, an implement program forms and assessments collaboratively with supervisor
- Support data preparation and participate in preparation for audits
- Maintain knowledge in logic models and support data components of grant writing
- Consistently maintain internal data and provide reports to the leadership team monthly
- Lead and collaborate with community partners in annual data projects
- Attend local, state, and federal data meetings
- Communicate with technical systems contractors to help set up systems for new staff and to troubleshoot technical issues

Qualifications

- Bachelor's degree in Computer Science or equivalent field
- Experience creating and maintaining database systems and analyzing data in Microsoft Excel
- Experience with social services, such as youth and family systems
- 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
- Ability to pass a criminal history check

Preferred Skills
- Knowledge of Runaway & Homeless Youth (RHY) systems and programs
- Knowledge of Homeless Information Management Systems
- SQL Coding background
- Experience using Google office apps (Gmail, Calendar, Drive, Docs, Sheets)
- Ability to "story tell" with data
- Ability to remain solution focused, creative thinker, focus on solving problems
- Strong analytical skills, detail-oriented, organized, and work effectively both independently and as a member of an integrated team

Pay & Benefits: This position is full-time (40 hours/week) with pay scale range of $37,440 - $47,840/year ($18.00 - $23.00/hour), depending on experience and skillset. Benefits include paid time off and holiday pay; substantial employer contribution toward medical insurance; voluntary dental and vision plans; participation in the OregonSaves retirement plan, access to the Employee Assistance Program (EAP), and discounted personal wireless phone service for Verizon customers. Employees have access to extensive learning and development opportunities related to youth homelessness, along with job-specific opportunities to improve professional knowledge and skills.

Location: This position is based in Corvallis, Oregon (with some work in nearby communities). A remote-work arrangement will be considered for an exceptional candidate who resides outside the area.