



SERAC Data Coordinator Job Description

JOB TITLE: Data Coordinator
REPORTS TO: Executive Director
STATUS: Contracted Position

SERAC is a nonprofit organization that engages and unites the individuals and communities of eastern CT around issues related to addictions and mental well-being across the behavioral health continuum through needs assessments, capacity building, and advocacy.

JOB SUMMARY:

This position will be responsible for assisting in the collection of various sources of data as well as analyzing, monitoring and reporting data related to program and organizational goals. The Data Coordinator will assist in developing data management systems to ensure quality improvement procedures across a variety of federal, state, and locally funded projects. This position will be responsible for the collection of both qualitative and quantitative data. The ideal candidate is an individual who is flexible to work in an environment that rapidly responds to requests for data and information across many projects and has independent researching skills. Hours and workload will vary based on current projects and organizational needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other assignments, projects, and duties may be required:

1. Work with staff and community members to collect required data for both federal reporting requirements and local performance measures.
2. Design field questions for surveys, focus groups, and interviews.
3. Collect and analyze data to assist in needs assessments and evaluation processes.
4. Conduct surveys, inquiries, structured interviews, and focus groups.
5. Verify accuracy of information and complete data cleaning procedures.
6. Ensure proper management, storage, and security of all databases.
7. Assist in the presentation of data findings.
8. Other tasks may be assigned as related to data coordination.

QUALIFICATIONS AND SKILLS:

1. Minimum of an Associate's degree (years of relevant experience may be substituted).
2. Experience with statistical software (i.e. SPSS, SAS).
3. Proficiency in MS Office and virtual conferencing platforms.
4. Proficient literacy skills or accommodations to analyze and interpret data.
5. High level multi-tasking skills in planning for logistical needs.
6. Ability to maintain flexibility to meet tight deadlines.
7. Ability to solve problems independently and collaboratively.
8. Strong reasoning skills and the ability to establish fact and draw valid, unbiased conclusions.
9. Ability to effectively present information and respond to questions from groups of professionals and the general public.

10. Ability to write reports and business correspondence, paying attention to detail.
11. Ability to demonstrate cultural and social intelligence skills and seek professional growth opportunities as needed and recommended.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to type or write; talk or hear; and drive to various worksites (may be required to drive in inclement weather).

NOTE:

The position is grant funded and may be terminated due to expiration of grant or lack of agency funds.