

**Job Title:** Data Specialist  
**Department:** Mission Fulfillment

**FLSA:** Non-Exempt  
**Reports to:** Director of Mission Fulfillment

**Position Summary:** Responsible for managing systems, databases, dashboards, and creating/running electronic reports used to support external data reporting and internal data analysis for The Night Ministry.

**General Purpose:**

To promote a culture of learning from data, work with program staff to maintain the data gathering systems for quantitative data for The Night Ministry, to serve as coach for program staff on learning data gathering systems, to serve as administrator of client databases, and to serve as resource by creating and running reports from databases for internal and external requirements and analysis.

**Role Qualifications:**

- Possess a thorough knowledge of how information is tracked and managed on internal and external databases.
- Ability to translate, analyze, and track program outputs and outcomes (monitoring data) for funding reports, internal dashboards, and external communication.
- Balance attention to detail with relationship building in order to gather the most accurate information from staff.
- Adjust and respond to changing needs in a department that is growing and evolving with the organization's strategic plan.
- Ability to effectively coach program staff on the use databases

**General Responsibilities:**

- Work collaboratively with program staff to facilitate data entry into and generate reports from funder-required databases, such as, Centricity Electronic Health Records (EHR), Homelessness Management Information System (HMIS), Runaway and Homeless Youth Management Information System (RHYMIS), and Efforts to Outcomes (ETO).
- Maintain, grow, and improve a system for gathering and analyzing qualitative and quantitative data from TNM-initiated research and data, such as, client intake, progress notes, case reviews, etc. on Efforts to Outcomes (ETO).
- Know the data elements that are tracked for internal and external reports and work with each program team and Development to collect the data and report as requested.
- Work with Director of Mission Fulfillment and the Learning & Impact Analyst in the maintenance and the implementation of The Night Ministry's internal data collection and review process.
- Maintain data entry guidelines/policies/procedures and the development of reporting guidelines/policies and procedures.
- Assist programs in the development of annual goals and coordinate and organize collection of monthly and quarterly outcomes and outputs. Assist the Learning & Impact Analyst in the implementation of program Logic Models/Theories of Change developing quantitative and qualitative measurements.

- Respond to staff and funder requests for information such as government grant reports, prioritizing those requests, in accordance with guidance from the Director of Mission Fulfillment

**Qualifications:**

- Bachelor's Degree in Information Systems, Statistics, Data Management, Public Health, Public Policy or closely related field
- Minimum of one year of working with data that reports on client/patient outcomes and programs.
- Experience producing reports for multiple audiences, for example, program staff, funders, board members, community supporters.
- Proven experience in working with diverse work groups and teams in order to generate and learn from data.
- Medium to advanced proficiency in Excel and a database programming language (i.e. SQL)
- Experience in implementing an agency wide database (i.e. Efforts to Outcomes, HMIS or other comparable tools).

**Preferred Qualifications:**

- At least one year of experience creating reports in Efforts to Outcomes, HMIS, and/or Centricity

**Skills:**

- **Communication**- Able to communicate effectively and efficiently in various media to all levels of the organization.
- **Leadership**- Enthusiastic about gathering data for knowledge and improvement and able to maintain this with all levels.
- **Pro Active**- always thinking of new ways to implement measurement and learning in order to improve services.
- **Collaboration**- willing to work with the team to achieve goals of the department and the organization, discussing data elements, impact measurements, program goals, etc.
- **Coach** – Ability to teach and coach program staff on how to use client databases and the importance of client charting
- **Flexible and Adaptable**- Able to learn and understand multiple data bases while communicating externally and internally the indicators tracked on the data base. Able to work with different levels in the organization. Able to engage all staff, volunteers and interns in data gathering and data interpreting.

**Nonessential skills and experience:**

- Statistical programming language
- Data visualization

**Reporting to this position:**

None

**Physical Demands and Work Environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; climb stairs; crouch, or crawl; talk or hear; taste or smell. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work environment:* While performing the duties of this job, the employee may occasionally be exposed to weather conditions prevalent at the time. The noise level in the primary work environment is usually moderate.