



JOB OPENING ANNOUNCEMENT

DATA COORDINATOR

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships to thrive. We serve a densely populated mostly immigrant Los Angeles neighborhood where youth and their families face multiple systemic and individual barriers to achieving success. Bresee strives to create an exciting, challenging, and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion.

SUMMARY: Reporting to the Family Source Center Director and Data and Evaluation Manager, will learn the importance of collecting, analyzing, and reporting quality metrics to program staff and executive leadership. The Data Coordinator will be mentored in program evaluation and assist in maintaining agency wide data to further the impact of Bresee programs within the community.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

- Input and update (data entry) FamilySource Center data into BitFocus and Google Sheets
- Quality check eligibility intakes for FSC
- Cross-train on intake and enrollment for Universal and Intake services
- Update FSC PFS for programs and campaigns, as needed
- Audit information per client on a quarterly basis
- Maintain weekly check-ins with FSC Director, and Data and Evaluation Manager
- Maintain accurate records and prepare periodic progress reports as required
- Create, tailor, and deliver clear and interactive documents and presentations for diverse audiences
- Assist with Bresee activities and events as requested
- Ensures agency wide school and partnership list is up to date and organized
- Creates training materials (Powerpoint, hangouts, and maintains Department Manual)
- Assists in training staff on use of TraxSolutions
- Runs monthly data accuracy reports for departments
- Assists in organizing funding requirements by program/population
- Support in program and organizational events, as needed

EDUCATION/EXPERIENCE/QUALIFICATIONS:

- Associates Degree, a must; Bachelor's degree preferred
- Must have excellent English and Spanish verbal and written communication skills
- Must be highly organized and detailed oriented
- Must maintain a professional demeanor and sensitivity to participant and program data

- Demonstrate computer competency with Microsoft Office (Word, Excel, PowerPoint) and Google suite
- Prior experience working with Bitfocus (Clarity), nFocus (Traxsolutions), Survey Monkey, and Slido, a plus but not necessary
- Must have outstanding communication, interpersonal relationship, and active listening skills
- Be flexible and open to changes
- Strong communications skills; a team builder
- Must be able to set priorities and be highly organized to meet deadlines with accuracy
- Able to efficiently process multiple projects at a time without sacrificing the quality of work
- Demonstrate flexibility when new assignments or changes are introduced
- Be self-motivated, reliable, a collaborative problem solver, and to work independently
- Demonstrates sensitivity to multicultural issues and be comfortable working in an urban environment.

WORKING LOCATION: In office.

COMPENSATION: \$20.00/hr.

WORKING LOCATION: Location is based on a percentage of where work time is spent. In-office 100%.

HOURS AND BENEFITS: Non-Exempt, Temporary position, 20-25 hours per week, with occasional weekend and evening hours required. Bresee provides generous PTO days that include paid holidays, one-week Christmas Holiday, vacation, sick pay, paid birthday holiday, and much more.

TO APPLY: Submit a cover letter, resume, and writing sample (not to exceed 1 page) to jobs@bresee.org with the Subject Line: Data and Evaluation Coordinator.

DACA, women, BIPOC, LGBTQIA+ people are encouraged to apply.

Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.