



*New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.*

## **Job Announcement**

### **DATA ASSISTANT**

**Domestic violence survivors and people of color strongly encouraged to apply**

**RESPONSIBILITIES:** The Data Assistant helps to maintain the integrity of the agency's program data and ensures data is regularly entered into three separate internal and community databases per contractual requirements. This information informs the local and national understanding of domestic violence needs and services, and requires a high level of thoroughness, organization, and attention to detail. This position supports the Data Coordinator with various reporting needs, and provides additional program support as time allows.

**REPORTS TO:** Data Coordinator

**HOURS:** 18 hours per week, Monday through Friday, specific schedule TBD. Work sites will alternate between the Home Safe and Community Advocacy Programs.

**COMPENSATION:** \$16.00 per hour; paid time off, and educational leave and allowance

#### **RESPONSIBILITIES:**

##### **Data Entry: 70%**

- Compile and enter service and training data for New Beginnings' Home Safe and Community Advocacy Programs into the *InfoNet* database weekly and monthly.
- Compile and enter Home Safe Program service data into *Clarity HMIS* database weekly.
- Compile and enter all weekly group and childcare hours into our internal *Salesforce* database weekly.
- Compile and enter other data into our internal *Salesforce* program database and spreadsheets as needed.

##### **Data Maintenance: 25%**

- Assist in ensuring that all participant and staff records are complete and accurate in *Salesforce*.
- Ensure that exited paper records are organized and filed monthly.
- Assist with monthly, quarterly, annual and other ad hoc reports as needed.
- Assist with various *Salesforce* database administration tasks as needed.

##### **Other Duties: 5%**

- Assist with other projects as assigned.
- Attend monthly staff meetings as work flow allows.

#### **QUALIFICATIONS:**

- At least (1) one year working with a database and/or performing complex data entry
- Minimum of 50 wpm typing speed with 10-key
- A curious mindset with the ability to identify problems, locate missing information, and suggest solutions
- High-level accuracy, focus, and attention to detail in working with data to ensure completeness
- Ability to work autonomously and manage priorities to meet weekly and monthly deadlines.

- Commitment to the mission of New Beginnings, and sensitivity to the experiences and needs of domestic violence survivors.
- Ability to maintain the strict confidentiality of New Beginnings' participants and highly sensitive information.
- Ability to communicate clearly about data and technology in an accessible way to diverse, and non-technical staff and volunteers.
- Ability to use supervision effectively to gain support and enhance performance.
- Experience working with *Salesforce*, *HMIS* and/or *InfoNet* databases a strong plus.

**Send resume and cover letter detailing experience to [info@newbegin.org](mailto:info@newbegin.org). Open until filled. Additional agency information available at [www.newbegin.org](http://www.newbegin.org).**

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