HOMEWOOD CHILDREN'S VILLAGE

★ 801 N. Homewood Ave.
Pittsburgh, PA 15208

HOMEWOOD
CHILDREN'S VILLAGE
WHERE EVERY CHILD SUCCEEDS!

Job Description

JOB TITLE: DATA MANAGER
DEPARTMENT: EVALUATION & RESEARCH
REPORTS TO: DIRECTOR EVALUATION AND RESEARCH
FLSA STATUS: EXEMPT
REVISION DATE: March 2017

POSITION SUMMARY:

- Data programmer and database manager to design and manage all organizational and programmatic data.
- A competitive applicant will need to be skilled in problem solving, using data to provide solutions, and application of a coding language (e.g., Google Apps Scripts, JavaScript, R, Microsoft Excel, Excel VBA, and SQL) as a tool for solutions.
- A competitive applicant would demonstrate three years of experience in database management and training up to a Bachelor's/Master's degree in any of the following fields (data analytics, data science, computer science or other quantitative discipline such as epidemiology, economics, biostatistics). Knowledge of Python is preferred.
- Expect that this role will require a comprehensive relationship with large and complex data files. This relationship will include discussions with direct service staff to data cleaning and preparation of the data for analysis.
- Although the Office of Research and Evaluation and HCV more broadly is a highly collaborative environment, individuals must be highly motivated self-starters with the ability to solve problems with the data independently. The successful candidate will also be expected to acquire an intimate understanding of the work of the HCV and its partners involved in our work and a thorough knowledge of the data involved.
- The position comes with a competitive salary and benefits.

TEAM:

- Data Manager
- Evaluation & Research Manager
- Evaluation & Research Director

ESSENTIAL JOB FUNCTIONS:

- Prepare data for upload and ensure data are current
- Database management, data warehousing and system use
- Generate data queries and create reports
- Provide technical assistance in the area of data management and warehousing
- Monitor and report the progress on availability of organizational data
- Respond quickly and accurately to requests for information

OTHER DUTIES:

- Contribute to written reports, summaries, and grant applications
- Contribute to HCV's work by participating in and preparing for special events and projects
- Engage with community members to gain a personal understanding of community needs and issues

EDUCATION/CERTIFICATIONS:

- Bachelor's/Master's degree in any of the following fields (data analytics, data science, computer science or other quantitative discipline such as epidemiology, economics, biostatistics)
- Proficient to advanced skill in coding (e.g., Google Apps Scripts, JavaScript, R, Microsoft Excel, Excel VBA, and SQL)
- Knowledge of Python is preferred

EXPERIENCE/MINIMUM REQUIREMENTS:

- 3 years of experience in database management
- Skilled in problem solving, using data to provide solutions, and application of a coding language
- (e.g., Google Apps Scripts, JavaScript, R, Microsoft Excel, Excel VBA, and SQL)

REQUIRED QUALITIES:

- A high sense of personal responsibility for his/her work;
- Strong writing skills;
- The desire and drive to find solutions in complicated and even complex contexts;
- Attention to detail.
- Compassion and recognition of the need for equity and for the mission and vision of HCV
- Willingness to be a leader in a community of learners by demonstrating a desire to learn new skills and content
- Willingness to communicate with residents of the demographics in Homewood community
- Strong oral and written skills to communicate clearly and effectively in English
- Excellent writing and oral presentation skills (particularly strong technical writing skills are key)

ORGANIZATIONAL RELATIONSHIPS:

- Reports to: Director of Evaluation and Research
- Title(s) of direct reports (if applicable): NA

WORK ENVIRONMENT:

Works in a normal office/classroom setting with no exposure to adverse environmental conditions. (1) Indoors in busy office setting in close proximity to co-workers; 2) Frequently required to work at a fast pace; 3) Requires considerable concentration and creativity; 4) Weekend and evening work required occasionally to regularly

COMMUNICATION:

HCV will be recruiting for this position through midnight May 15, 2017 or until the position is filled. Please send cover letter and CV to OREhires@hcvpgh.org