



Job Description

Title: Data/Reporting Specialist - COVID19 Equity Project (CEP)

Hours: Temporary Full-Time (40 hours per week, non-exempt, grant-funded position)

Reports to: COVID19 Program Manager

Purpose: Support the FIRM Covid-19 Equity Project (CEP) Team with Data and Reporting. To monitor and analyze statistical reports of services utilized by families that are engaged through FIRM, help families successfully complete applications to apply for Isolation and Quarantine Support funds from our partner agency: Fresno BHC, support the CEP FIRM team with software support, and ensure timely and accurate monthly reporting.

This is a temporary grant-funded program from now until June 30th, with possibilities of extension if additional funding is identified and made available.

Job Responsibilities and Duties:

- Support a diverse team of staff for isolation quarantine support documents on all activities to submit on time.
- Maintains database by entering new and updated information.
- Regularly examine data reports to locate and resolve mistakes throughout
- Accurately analyze and collect data for various types of reports
- Provide training and updates to FIRM staff about isolation quarantine support documents and information
- Attend and engage in all meetings pertaining to program
- Support a diverse team of staff to use technology to document all activities and submit timely reports.
- Provide guidance to others on how to operate software and equipment
- Perform troubleshooting to diagnose and resolve problems
- Accurately analyze and collect data for various types of reports
- Create reports that provide insight into activities and outcomes
- Communicate the results of data analysis in written and verbal form to others
- Support the program in reaching the goals through tracking and analysis
- Monitor data to identify changes in trends
- Provide support for coordinated events as needed or directed by supervisor
- Attend and engage in meetings
- All other duties as assigned

Qualifications:

- Excellent communication skills, verbal and written to a variety of diverse audiences
- Tendency to pay close attention to small details that could impact results
- Resourceful and respectful problem solver
- Analytical skills that allow for the development of data-driven reports
- Excellent critical thinking skills to help solve problems and make decisions
- General knowledge of data operations, objectives, strategies, process and information flow
- Ability to multi-task and to work under pressure
- Ability to work from home and office as needed
- Ability to log activity and complete reports in a timely manner
- Willingness to learn new skills and share information with others
- Proficiency in the Microsoft Office Suite, webforms and regular use of e-mail

Preferred:

- Experience working in a non-profit work environment or a social service setting
- Strong relationships with one or more refugee community of Fresno County
- Experience working as a data/reporting specialist in recording and analyzing data information
- Experience working in a federal grant-funded program

Compensation:

- \$17-\$20/hr depending on experience
- 12 paid holidays, 2 weeks paid vacation, 6 sick days per year
- Cell phone reimbursement stipend of \$40.00/month
- Internet reimbursement stipend of \$40.00/mo
- Mileage reimbursed at the federal reimbursement rate of .575 per mile
- Full medical benefits, dental/vision plans available

FIRM provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.