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| Position: | **DATA SUPPORT CLERK** | Dated: | 8/1/2024 |
| Effective Date: | 8/1/2024 | Revised: |  |
| Reports to: | **Director of Programs and Impact** | | |

**Position Overview**

**Job Summary:** We are seeking a detail-oriented and highly organized Data Specialist to review, collate, verify, and manage reports for multiple programs across various software platforms. The ideal candidate will have strong analytical skills and be proficient in handling large volumes of data with accuracy and efficiency. This role is essential to ensuring the integrity and reliability of data used for decision-making and reporting across the organization.

**Key Responsibilities:**

* **Data Review and Verification:** Review data from multiple programs to ensure accuracy, completeness, and compliance with internal standards. Verify data integrity by cross-referencing multiple sources.
* **Report Management:** Compile and organize data into structured reports, ensuring that information is accessible, accurate, and delivered on time. Collate data from different software platforms and program databases.
* **Data Collation:** Collect and consolidate data from various software platforms and databases to provide a comprehensive view of each program's performance.
* **Software and Program Integration:** Manage data inputs and outputs between different software systems used by each program, ensuring smooth data integration and consistency.
* **Data Quality Assurance:** Develop and implement procedures to ensure data quality and accuracy. Identify inconsistencies, gaps, and errors, and work with relevant teams to resolve issues.
* **Documentation:** Maintain thorough and accurate documentation of all data management processes and procedures, creating a clear audit trail for data validation.
* **Reporting:** Generate and distribute routine and ad hoc reports to stakeholders, translating complex data into clear, actionable insights.
* **Collaboration:** Work closely with program managers, IT teams, and other departments to ensure data needs are met and to support ongoing data improvement initiatives.

**Qualifications:**

* Bachelor’s degree in Data Management, Information Systems, or a related field, or equivalent experience.
* Proven experience in data management, analysis, or related roles.
* Strong knowledge of data verification processes and best practices.
* Proficiency in various data management and reporting tools (e.g., Excel, SQL, Tableau, or similar).
* Experience with different software platforms and databases.
* Excellent analytical, organizational, and problem-solving skills.
* Strong attention to detail and ability to manage large datasets.
* Ability to communicate technical information clearly to non-technical stakeholders.

**Preferred Qualifications:**

* Experience working in a multi-program environment with diverse software systems.
* Familiarity with data integration processes between different software platforms.
* Certification in data management or analysis is a plus.

**Working Conditions:**

* Full-time position with flexibility for remote work.
* Occasional travel may be required depending on program needs.

**Essential Duties and Responsibilities**

* Conducting a thorough analysis of data as it relates to mandatory grant/agency reporting standards.
* Verifying, analyzing, and reporting data extracted from agency databases to be able to track trends based on necessary performance measures.
* Maintains access to files/data containing confidential information.
* Organize and maintain documents, reports, and correspondence of various types including physical/electronic records.
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* Assist the Director of Programs in the grant compliance process by analyzing trends from data ensuring programs are documenting outcomes consistently based on grant standards.

# Key responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This position will require knowledge and experience working with data reporting. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

# Qualifications

* + Solid time management skills & the ability to prioritize.
  + Self-directed and able to work independently.
  + Excellent written and verbal communication skills.
  + Highly organized, multi-tasker who works well in a fast paced environment.
  + Previous experiences handling grant standards, as well as, data reporting preferred.

# Other Requirements

* + Proficiency with Microsoft Office; ability to learn various program database software
  + Ability to successfully submit to a criminal fingerprint background check.
  + Sensitivity to needs of individuals and families in crisis and ability to treat all individuals in a non-judgmental manner and with dignity and respect.
  + Requires extensive knowledge of database systems, data, and analysis reporting.

**I have read and understand the essential job functions that have been outlined in the above job description for Mission Granbury, Inc.**

Employee Signature Date

Supervisor's Signature Date