



Data Manager, Disaster Case Management Program

Sacramento, CA 95814

\$55,000 - \$65,000 a year – Full-time

Closing Date: 12-31-2020

To Apply:

Please review this announcement carefully. Please submit a resume, cover letter, and three professional references to Cynthia Martinez (cynthia@catholiccharitiesca.org).

Background:

Catholic Charities of California, Inc. (CCC) is a 501(c)(3) non-profit public benefit corporation. CCC is the state-level office representing California's 12 local Catholic Charities organizations (LCCOs). California's LCCO network is the largest non-profit provider of social services in the State.

CCC applies for and administers statewide and regional social services contracts and grants on behalf of LCCOs. CCC functions as the single point of contact with funders, provides contract management services and operational support to participating LCCOs, monitors LCCO progress on contract deliverables, and works with LCCOs to resolve program and contract issues.

Responsibilities:

This full-time (1.0 FTE) position will provide comprehensive oversight and support in all aspects of data management and reporting for the Disaster Case Management Program (DCMP). This position will support the implementation, operation, and evaluation of the DCMP. This position will be responsible to:

- Provide technical assistance, support, and coordination to LCCOs around data collection.
- Travel to LCCOs as needed to participate in data trainings for LCCO DCMP staff.
- Work with other program staff (e.g., data personnel) to fulfill program data collection, evaluation, and reporting requirements.
- Maintain technical and training documentation related to the overall health and functioning of the Efforts-To-Outcomes online database system
- Produce ad-hoc reports for local, state, and federal partners as well as weekly, monthly, and quarterly analysis documentation
- Present information related to database and program functions in one-on-one, small, and large group settings

As an employee of CCC, this position is responsible:

- For keeping the Data Director apprised of specific areas requiring attention and for recommending and implementing appropriate action.
- To maintain strong, effective working relationships with LCCO and funder staff.
- To produce work that aligns with CCC's standards of excellence.
- To work independently to ensure that all assignments are completed promptly.
- To provide high-quality support to the Data Director as requested.

Required Qualifications:

- Bachelor's Degree with at least six years of progressive work experience in a closely related field (e.g., Research and Evaluation, Case Management, Software Development); or a Master's degree in related field
- Excellent written and verbal communication skills.
- Ability to work as a positive, enthusiastic member of a team.
- Excellent organizational skills and ability to reliably meet all deadlines.
- Advanced computer skills, including proficiency in MS Office.
- Comfort building and working with spreadsheets, including skill utilizing formulas in Excel.
- Ability to efficiently resolve problems with excellent judgement and minimal support.
- Familiarity with logic models and creating process flow charts.
- Demonstrated experience providing technical support and presenting technical information to a non-technical audience.
- Experience with data normalization procedures and knowledge of database/web programming languages (e.g., SQL, HTML, JavaScript, Webi).

Summary:

Job Type	Full-time, limited term (20 months)
Salary	\$55,000 - \$65,000/year DOE
Job Location	Statewide; telecommute plus some travel
Job Hours	8:00am-5:00pm, Monday-Friday
Required Education	BA with 6 years' related experience OR MA in related field
Preferred Experience	<ul style="list-style-type: none"> • Program Management: 3 years • Non-Profit Management: 3 years • Contract Administration: 2 years
Benefits	Health insurance, vision, dental insurance, retirement