

Mile High United Way
Job Description

POSITION TITLE: Database Coordinator

PAYGRADE: B

EXEMPT/NON-EXEMPT: Exempt

REPORTS TO: Evaluation Director

DIVISION: Innovation

GENERAL PURPOSE:

To support the administration and coordination of research and evaluation work on behalf of Mile High United Way, Making Connections Denver. This includes the coordination of all databases, data entry, data collection, data analysis (of databases). Also, this position takes the lead in mapping projects using Geographic Information Systems, coordinates work with the research and evaluation team and assists the Evaluation Director in conducting all community learning research and evaluation network work activities such as the data forums.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Manage, train, conduct data entry, analysis and quality control for projects using databases such as the Results Data Base System, Performance Tracking System, GIS, SPSS and Atlas ti
- Manage all operational aspects of the Cross Site survey coordination
- Review and participate in the writing, editing and preparation of various evaluation reports using data and GIS
- Participate in MC-D local evaluation by using data to assist strategy coordinators (FES, RE, and SR) in planning and evaluating their impact plans under the guidance of the Director Evaluation

OTHER DUTIES/RESPONSIBILITIES:

- Assist the Evaluation Director in creating and implementing a sustainability plan for community-based research with MC-D community leaders and residents
- Facilitate, participate in meetings and present to MC-D communities, conduct research and evaluation workshops, coordinate and participate in Data Forum with MC-D residents, MC-D Partners, organizational partners/staff, and others under the guidance of the Evaluation Director
- Assist Evaluation Director and other evaluation team members in all data requests from community, organizational partners and internal staff. (including but not limited to evaluation design, data collection, data analysis, and public dissemination of research findings)

SUPERVISORY DUTIES: N/A

DESIRABLE QUALIFICATIONS:

Experience:

- 1-3 years work experience and skills in the following areas are preferred: Research, data collection, analysis and evaluation, databases, community development, community research, community change initiatives, data design, report writing, accounting and budgeting.
- Excellent facilitation, community building capacity and resident management skills is preferred.
- Ability to work independently and as part of a team, manage multiple tasks, set own goals and establish priorities in a timely manner. Flexibility and the ability to work under pressure and time constraints are a requirement
- Demonstrated experience and knowledge in social justice and oppression issues, especially in regard to conducting research and evaluation in low-income communities of color
- Bilingual Spanish or Vietnamese candidates are encouraged to apply

Education or Formal Training:

- Bachelor's degree
- Masters degree preferred.

Special skills/knowledge:

- Basic knowledge in databases
- Excellent oral and written communication skills, including ability to listen, respect and incorporate new learning into job
- Ability to communicate effectively to a variety of MC-D stakeholders, from neighborhood residents to funders and government officials, showing equal respect to all parties
- Excellent computer skills (Word, Excel, GIS, SPSS, Atlas ti, PowerPoint, Publisher, Internet Explorer and others as determined). All are not required but preferred.
- Residency in one of MC-D's neighborhoods is preferred (Cole, Sun Valley, La Alma/Lincoln Park, and Baker)

Working Environment: office environment

Physical Activities: Ability to provide personal transportation and telephone when in the field.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

Date Job Description Written/Updated: November 2009