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## **The Sacramento LGBT Community Center Data Coordinator**

### **Summary:**

The Data Coordinator is responsible for all aspects of managing the Center's client database. Including pulling reports, entering data, creating forms through the database, and submitting data to program staff, board members and funders.

This position reports to the Community Engagement Coordinator and works in partnership with other programming staff and stakeholders as well as directly with community members of diverse backgrounds. This is a part-time, non-exempt position.

### **Responsibilities:**

- Coordinates, administers, and assists all Center programs with data needs
- Contributes to the creation, submission, and updating of the client data management system; data fields; workflows; intake forms; and report generation
- Manage the input of data to database systems
- Prepares data tables, charts, dashboards, and graphs as requested
- Ensures the confidentiality and integrity of data
- Develops and maintains data files for longitudinal comparisons and analysis
- Prepare and analyze management reports; ensure that regular program reports for all grants and contracts are prepared, ensure that mandatory reports are accurate, complete and submitted on time, and that deliverables are being met; attend meetings, as necessary, to ensure compliance with all Local, State and Federal guidelines, as well as specific grant contract requirements
- Serve as a representative of the organization in collaborative partner networks and at related community and Center events and activities
- Other duties as assigned by the Community Engagement Coordinator

### **Qualifications:**

- Associates or Bachelor's degree in computer science, math, statistics, or related field; 4+ years' experience in data systems, data management, or other relevant fields may be substituted for education
- Must have experience with Microsoft Excel, Microsoft Access or similar spreadsheet software and client database software such as Apricot, Raisers Edge, or other SQL database experience preferred.
- Superior computer skills and knowledge including Microsoft Office 365 and Google Applications are essential
- A successful track record in setting priorities, information delivery, and time management
- Excellent verbal and written communication skills, attention to detail, and interpersonal and presentation skills
- Understanding of contract requirements management including activity design and data collection to ensure compliant contract deliverables
- Highly organized, wearing multiple hats in an ambiguous and fast-moving environment.
- Schedule flexibility and limited travel as necessary

- Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment; Ability to work independently and as part of a team
- The person in this position may be required to sit or stand for extended periods, maneuver tight storage space, move objects up to 50 pounds, ascend/descend stairs, operate computers, copiers, and other office equipment, open and close filing cabinets and boxes, observe visitors, and communicate messages and tone by telephone
- Must have a valid driver's license and reliable transportation
- Offers of employment may be contingent on satisfactory results of a criminal history background check
- Passion for the Center's mission and work to create a region where LGBTQ people thrive

**Compensation:**

- Part time, non-exempt, 20 hours per week
- \$16.00 per hour
- Monthly stipend to assist with health coverage
- Paid vacation, sick time, and holidays
- Annual professional development opportunities

**To apply:**

Go to [SacCenter.org/careers](http://SacCenter.org/careers) for additional details. Please submit a cover letter and a resume in a Microsoft Word or Adobe PDF document by email to [Jobs@SacCenter.org](mailto:Jobs@SacCenter.org). No phone calls or in-person applications please.

**About the Organization:**

The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ community.

Position is located in Sacramento, CA.

**Equal Opportunity:**

The Sacramento LGBT Community Center is an Equal Opportunity employer. We actively seek applications from lesbians, gay men, women, bisexual, transgender individuals, people of color, people with lived experience in homelessness, mental health, living with HIV/AIDS and disabilities.

