

Job Title: **Data Manager/Administrative Assistant**

Job Summary

The Data Manager/Administrative Assistant (DM/AA) oversees collection and reporting of data in cooperation with the evaluator, fostering relationships with current community partners and potential community partners, attending community events to promote/facilitate proposed project activities, facilitating the PDSA process, and assisting with any required reports on project activities. Additionally, this person is responsible for daily administrative tasks such as scheduling, updating calendars, copying, and answering phones calls or emails related to the program.

Organizational Relationships

1. Reports to: iMAD Project Director
2. Supervises: N/A
3. Works closely with iMAD Team, contracted evaluators, community members, businesses and the general public.

Job Qualifications

1. Bachelor's degree (B. A.) from four-year College or university; or five documented years of related experience and/or training; or equivalent combination of education and experience.
2. Excellent conceptual, organization skills, writing, communication, and teaching skills. Ability to generate reports and make presentations to community agencies and organizations.
3. Exercise good judgement, tact, and diplomacy when interacting with program participants, professionals, community members, and co-workers.
4. Computer literate and proficient in Word, Excel, Access and PowerPoint.
5. Persuasive and have the ability to bring individuals and groups having divergent opinions together.
6. A “team player” and someone who has excellent rapport with local community members.
7. Ability to handle adverse situations and understand cultural diversity.
8. Must be able to work a flexible schedule that will include evenings and weekends with the ability to utilize own transportation to travel within a defined geographic location
9. Submit and successfully pass Level 2 fingerprinting.

Essential Duties

1. In cooperation with Evaluator and Program Director, serve as point person for all program evaluation efforts to include, but not limited to, required data collection efforts for evaluation and federal grant reporting requirements and the Program Performance Evaluation Plan.
2. In cooperation with the Program Director, serve as point person for gathering and reporting grant deliverables in accordance with grant guidelines.
3. Collect data on fidelity and quality from fidelity monitoring logs, reviewing and analyzing data, using data to provide feedback to iMAD Program Director and/or facilitators to make continuous quality improvements to the program and its implementation.
4. Assist in facilitating sustainability planning meetings with program staff and utilize OAH’s *Building Sustainability Programs: The Resource Guide Assessment* tools to evaluate current sustainability efforts, where challenges may lie, and what efforts program staff can make to move forward, updating the plan annually.
5. Provide data updates quarterly to the Community Action Advisory Board.
6. Disseminate results of the iMAD program locally, statewide, and nationally to encourage replicability, as appropriate.
7. Complete scheduling, updating calendars, copying, and answering phone calls or emails related to the iMAD Program.
8. Other duties as assigned.