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

Job Summary

The Data Manager/Administrative Assistant (DM/AA) is responsible for providing leadership to the overall data management and integrity process of the organization's data collection and reports. This role will help the organization communicate with our Board of Directors, clients, evaluators, grantors, and community partners, with an eye toward maintaining and ensuring data accuracy.

Organizational Relationships

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

Classification: Temporary, Full Time, Exempt, based on availability of grant funds.

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. Bi-lingual (English/Spanish) a plus.
10. Submit and successfully pass Level 2 fingerprinting.

Essential Duties

1. In cooperation with Evaluator and iMAD 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.
2. In cooperation with the iMAD Program Director, serve as point person for gathering and reporting grant deliverables in accordance with grant guidelines.
3. In cooperation with the iMAD Program Director, 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.
5. In cooperation with iMAD program staff, assist with creating and maintaining Site Implementation Guides for each school.
6. In cooperation with the iMAD Program Director, provide data updates quarterly to the Community Action Advisory Board.
7. Facilitate monthly update calls with University of Florida and the iMAD Team on evaluation efforts and program implementation.

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8. In cooperation with the iMAD Program Director and staff, review evaluation outlines provided to UF, updating as needed.
9. In collaboration with the iMAD Program Director and evaluators, create the Evaluation Calendar, updating as needed.
10. Disseminate results of program locally, statewide, and nationally to encourage replicability, as appropriate.
11. Participate in various trainings related to job function and grant requirements.
12. Participate in sustainability efforts.
13. Presents data at conferences and meetings where needed.
14. Provides on-going consultation and technical assistance.
15. Educate, exchange information and develop prevention initiatives through the application of public health principles and practices, behavior change and systems theories, and health promotion tools; as well as developing effective working relationships utilizing tact, diplomacy and sensitivity when communicating in person or in writing with the following populations: socio-economically and culturally diverse populations; health professionals; academic and research personnel; community-based agencies; federal, state, and local governmental agencies; private sector businesses; elected officials and departmental personnel.
16. When appropriate, design new projects and seek new funding sources to help build and/or sustain HRHN programs.
17. Under all circumstances, follow established policies, procedures, protocols, and related laws.
18. Other duties as assigned.

EOE/DFWP

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Sign   **Date**