



rising for domestic peace

Job Announcement October 2017

Data Coordinator

Job Title	Data Coordinator
Reports to	Program Director
Location	Kent, WA
Salary Range	DOE
Exempt or Non-Exempt	Non-exempt
Posting Date	10/27/17
Closing Date	11/30/17
Hours	19 hours per week

DAWN is a comprehensive provider of domestic violence services, including Emergency Confidential Shelter, a 24-hour Crisis and Advocacy Line, and Community Advocacy including Legal and Immigrant Rights, Mental Health, Support Groups and one-on-one support. DAWN's mission is to lead and support efforts in South King County communities to end domestic violence by providing the critical services and education for survivors to make informed choices about their future, and engaging communities to raise awareness and take action.

Overview of Position

This position provides support for the agency directors and staff. This position requires someone that can handle details of a confidential and critical nature. This position will coordinate backup crisis line and relief staff scheduling in addition to providing IT support and administration of the agency data collection systems, assist with special projects, create documents and reports.

Job Responsibilities

- Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the Program Director for resolution.
- Enters data by inputting alphabetic and numeric information into organization's client database.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.

- Generates accurate and timely monthly, quarterly, semi-annual and annual service and demographic reporting for government contracts and client data reporting in coordination with the Program Director.
- Presents the agency, its leadership and programs in a positive light to volunteers, funders and the community.
- Additional Duties - staff will be required to perform additional duties beyond those specified as assigned by manager.

Qualifications

- At least three years of recent experience providing administrative services.
- Basic domestic violence training covering theory and implementation of advocacy-based counseling and domestic violence issues is preferred.
- Advanced computer skill; proficiency in data collection and Microsoft Office programs.
- Strong problem solving and organizational skills.
- Ability to take initiative and work independently, as well as in a team environment.
- Ability to work in a confidential manner and in a confidential setting.
- Strong commitment to providing culturally appropriate services.
- Strong written and oral communication skills.
- Own or have access to reliable transportation, including a valid WA State driver's license and proof of auto insurance if applicable.
- Ability to pass a Washington State Patrol background check – required for employment.

To Apply

This position is open until filled. To apply, please submit your resume and cover letter to info@dawnrising.org with the subject "Data Coordinator" in the subject line. **Please note:** applications not accompanied by both a cover letter and resume will not be considered.

DAWN is an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, gender identity, sexual orientation, or any protected status.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.