Job Announcement: Data Manager
Coalition of Communities of Color

Title: Data Manager
Status: Regular, full-time exempt (40 hours per week)
Salary range: $55,000-60,000
Reports to: Research Director & Senior Researcher
Location: Portland, Oregon

Position Overview:
The Coalition of Communities of Color (CCC) seeks a new full-time member of our team to work with the Research Director and Senior Researcher in supporting our Research Justice Institute (RJI). We are seeking to hire a Data Manager who shares our values and commitments to advancing racial equity through research and data justice.

The position requires:

(1) Knowledge of mainstream administrative datasets, and an understanding of their limitations and biases.
(2) Quantitative and qualitative data collection, management, and analysis skills.
(3) Understanding of and experience with community-based research and data practices.

The Data Manager will support RJI projects and broader CCC initiatives by organizing, collecting, analyzing, managing, and reporting out on data relating to Black, Indigenous, and people of color (BIPOC) communities at local, state, and national levels. With support and direction from the Research Director (RD) and Senior Researcher (SR), the Data Manager will be capable of developing and maintaining an RJI data system with the most up-to-date data on BIPOC communities nationally and regionally. The data manager will also provide administrative support by managing research grant applications and contracts and regularly update the RJI’s web presence.

Description of Responsibilities

Data collection, analysis, and database management (70%)
- Organize and manage all internal data related to RJI projects, collaborations, and networks
- Develop and maintain BIPOC database in key topic areas related to CCC work (e.g., health, housing, education, economic, food, transportation, environmental)
- Support RD and SR with data collection efforts, as assigned
• Prepare datasets for analysis for all RJI projects
• Fulfill qualitative and quantitative data requests (mostly internal but also external, including Census, American Community Survey, and state and local datasets)
• Conduct quantitative (SPSS) and qualitative analysis (Atlas.ti) for RJI projects
• Co-construct research design/data collection methods with the RD and SR, as needed
• Manage survey software (Qualtrics)
• Assist in all RJI report writing

Administrative (30%)
• Manage RJI’s research grant applications, reporting, and contracts
• Support RJI’s webpage and social media presence
• Support organization and implementation of meetings
• Support and collaborate with other CCC departments (advocacy, environmental justice, leadership development, and administration)
• Periodically integrate internal CRM with allowable contact information from RJI, as allowable
• Other duties as assigned

Required qualifications
• Graduate level degree in a data-informed discipline or 5+ years experience working with data systems
• Three years’ experience managing qualitative and quantitative datasets and database systems (e.g., SPSS, R, SAS, Atlas.ti, Nvivo, MAXQDA)
• Experience conducting qualitative and quantitative data analysis
• Familiarity with collaborative work in cloud-based environments

Estimated salary: $55,000-60,000. Benefits (for employee) include medical, vision, and dental coverage (with 100% of the premium covered by the employer), work laptop, professional development training, cell phone and transportation stipends, a flexible health savings and transportation accounts, paid time off and sick leave, 13 paid holidays, and other leave benefits.

Duration: Full-time, permanent, and exempt position.

Location: Portland, Oregon/Remote. Currently, CCC is working only remotely. The Data Manager must live in or be willing to relocate to Oregon, and move to the Portland metro area within 60 days of our office reopening.

TO APPLY:
Please send a cover letter and resume via email to HR@coalitioncommunitiescolor.org, with the header “Data Manager Position — [your name].” No phone calls, please. Applications will be accepted on a rolling basis, but applications received before Friday, April 9, 2021 will receive highest priority and preference. Interviews are anticipated to be scheduled to begin the week of April 19-23. You will be contacted if you are to be interviewed for this position.
Anticipated start date: Monday, May 10, 2021.

**Accessibility needs:**
We foresee, in the post-pandemic future, this role requiring minimal travel.

**CCC Work Environment:**
CCC is a small but growing mission-driven organization with 10 FTE positions. We operate in a highly collaborative environment and growing synergy between our various programs and staff positions. As a cross-cultural organization, we have opportunities to learn from each other, our members, and partners to build a collective analysis around racial justice and strategize together to achieve this vision.

The organization’s mission is to advocate, build power, and increase capacity to advance systemic change for racial justice. We do this not only through our advocacy programs but believe this work happens across our programs of research, environmental justice, and leadership development.

We primarily work at the “grasstips” level in frequent collaboration with our organizational members, other community-based organizations and government entities. Our work supports grassroots organizing through policy analysis, research, and other strategies, but we do not lead on this work.

Our staff’s work frequently covers a wide range of issues as well work activities, giving extensive learning opportunities. While our work is often responsive to the current climate and greatest opportunities, staff have a high degree of autonomy in developing program goals and work plans in collaboration with their teams and organizational leadership.

We are actively working on organizational development, strong support for staff and investment in their growth, and addressing equity issues within our organization, including anti-Blackness, and working to actively value LGBTQ+, disabled, and other intersecting identities. We strive to create an environment where employees can take opportunities for self-care. Our physical office is located in Old Town/Chinatown in Portland, with strong access to transit. Staff will work remotely based on public health guidance.