Job Announcement – Impact & Data Coordinator

Location: Hybrid between Remote and On-site at confidential address in San Francisco

Compensation: Full time. Anticipated pay rate $26.50 - $28.00 per hour. Pay rate will be determined in part depending on years of experience related to essential duties and responsibilities. Generous health benefits and vacation package. This position tends to require occasional overtime work, paid according to California employment law.

Date Posted: June 6, 2022
Application Deadline: Open Until Filled

Summary
The Impact & Data Coordinator is responsible for leading, coordinating, and advancing all aspects of program data collection and management, program evaluation, and program reporting for government and foundation grants received by AWS. In day-to-day operations, the Impact & Data Coordinator interfaces with program staff as well as finance and fund development staff.

Organization Description
Founded in 1988, Asian Women’s Shelter (AWS) is a dynamic, values-based non-profit organization dedicated to ending domestic violence and promoting the social, economic and political self-determination of women and all survivors of violence and oppression. AWS is recognized as a local, regional, and national leader in its field, known for its commitment to uplifting grassroots communities, and to practicing intersectional and trauma-informed programs, services and cultural change work. AWS also is known for its commitment to teamwork, shared leadership and ethical, effective collaborations. Learn more about the Asian Women’s Shelter at www.sfaws.org.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Database and Program Data Management (40%)

- Manage client and community services database (Apricot, by Social Solutions) for accurate and timely data collection, entry, review, and report generation.
- Manage documentation and evaluation systems across staff to ensure accuracy, effective data collection, grant compliance, and adapting to agency needs.
- Lead organization of confidential former client contact information to facilitate communications about AWS events and opportunities.

Program Reporting & Evaluation (40%)

- Oversee agency grant reporting functions and prepare high quality government and foundation grant reports.
- Develop, maintain, and enhance program evaluation systems in collaboration with program staff.
- Provide statistical reports for new grant proposals, statewide or federal data collection projects, or other appropriate organizational uses of statistics.
- Act as liaison to government grant administrators as pertains to data collection and analysis, program evaluation, and program reporting.

General Shelter Support & Program Development (20%)

- Participate in and contribute to staff retreats, staff meetings, organizational events, trainings, organizational development, program development, and team meetings.
• Participate in direct service support by taking a quarterly emergency on-call shift for shelter residents and be welcoming and supportive to AWS clients.
• Share office coverage duties and general maintenance of office and shelter space.
• Contribute to a positive office, virtual, and overall interpersonal work environment.

Minimum Qualifications

Education and/or Experience: Bachelor’s Degree in Business, Social Work, Public Health or a related field, and 2+ years’ experience with non-profit program data management and grant reporting or equivalent. Experience in program evaluation and reporting for intervention and/or prevention programs that receive varied sources of funding using diverse reporting platforms.

Language Skills: Excellence in verbal and written communication in English.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: Knowledge of and ability to perform using Internet software (Chrome, Safari), MacOS (Apple operating system), Microsoft Office Suite (Excel, PowerPoint, etc.), Google Suite (Gmail, Google Calendar, Docs, etc.), eSignature tools (Adobe Acrobat, DocuSign), accounting and expense/budget management software (QuickBooks, Divvy), online payroll service (ADP), databases (Apricot), and remote collaboration tools (Basecamp, Zoom, TeamViewer, Dropbox, etc.). Knowledge of basic office equipment should include: Internet and email, copy and fax machines, telephone and smartphone.

Certificates, Licenses, Registration:
• A valid California driver’s license, proof of automobile insurance, and safe driving record required.

Other Qualifications

• Ability to set timelines, work on multiple projects simultaneously, and meet deadlines.
• Excellent attention to detail and workload organization.
• Ability to work as a member of a team and effectively contribute to shared organizational and program goals through a cooperative work style and a capacity to appreciate coworkers and build strong working relationships.
• Knowledge of and sensitivity to diversity across Asian communities and ability to work with and communicate with individuals from diverse experiences (with regard to race, ethnicity, sexual orientation, gender identity, disability, age, class, education, immigration status, etc.) and create a relationship of trust and support.
• Must be available to work occasional evenings and weekend days.
• Proof of COVID-19 vaccination unless granted reasonable accommodation for religious or medical reasons.
• Bilingual/Bicultural preferred.
• This is a locally based position. Candidates located in the San Francisco Bay Area preferred

Physical Requirements

• The work environment includes settings of an office and shelter/communal living environment, and community meeting spaces. The noise level in these settings is usually noisy.
• This position engages in on-site work that require time spent sitting, standing, walking up and down stairs, with at least one or more hours each day spent sitting, looking at a screen, using a computer and keyboard, phone, and/or video conferencing.
• Ability and valid California driver’s license to drive personal or AWS auto to provide services and to travel to other sites for meetings, conferences, etc. is preferred.
COVID-19 UPDATE:
As part of AWS’s COVID Prevention Plan, AWS requires that all personnel who work with clients, or in communities as a representative of AWS, be fully vaccinated against COVID-19, unless qualified for an exception (subject to reasonable accommodations for individuals with medical conditions or sincerely held religious beliefs that prevent them from being vaccinated). Face masks and physical distancing are required in spaces of AWS’s work. AWS stays responsive to changing conditions and regulations of the COVID-19 pandemic.

To Apply: If you are interested in this position and meet the minimum qualifications described above, please:
   1. Email your resume listing your relevant experience to jobs@sfaws.org,

Asian Women’s Shelter is an equal opportunity employer. Asian Women’s Shelter is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodations when necessary.