



DATA SPECIALIST

Would you like to be part of the premier woman's organization in Snohomish County? Domestic Violence Services of Snohomish County (DVS) is dedicated to ending domestic abuse by providing a wide range of services for victims and facilitating social change. Every day our staff, volunteer teams and Board of Directors work side-by-side to determine the needs for our agency.

GENERAL SUMMARY

The Data Specialist monitors tracking of program outcomes related to the multiple grant sources that fund DVS programming to assure compliance with grant activity and reporting requirements. Establishes improvements to data collection activities as appropriate. Cultivates and manages relationships with program staff to facilitate the data collection process.

ESSENTIAL DUTIES:

- Facilitate process of collecting and maintaining agency data
- Organize and maintain records of all grant-related program data
- Serve as liaison with staff in regards to collection of quantitative and qualitative measures
- Develop and monitor templates used for on-going data collection; prepare and submit monthly statistics reports; and assist Grants Manager with monitoring grant-specific outcomes and outputs
- Participate in development of new templates and reports related to agency services
- Work cooperatively with all staff; participate in Department and agency-wide staff meetings and planning sessions.
- Communicate with all staff and community members in a manner that reflects respect and equality for individuals of diverse backgrounds.

MINIMUM QUALIFICATIONS:

- High School diploma or GED certificate or equivalency
- Experience with database entry and developing data-centered reports
- Excellent verbal and written communication skills
- Demonstrates advanced experience with Excel
- Proven ability to manage a high level of detail and to meet multiple co-occurring deadlines
- Proven ability to work collaboratively with internal teams and community partners

This is a full time, salaried exempt position reporting to the Grants Manager. The typical schedule is Monday through Friday. DVS provides a comprehensive salary and benefits package that includes health insurance, long term disability, and generous paid vacation and sick leave.

To be considered for the position, candidates should submit a completed DVS Application Form, current resume and cover letter outlining their qualifications and salary expectations to:

Domestic Violence Services of Snohomish County
P.O. Box 7
Everett, WA 98206

Fax 425-258-5976
or email at: admoffice@dvs-snoco.org

Only candidates that meet the posted qualifications will be contacted by our recruiter.