

INSTITUTE FOR NONVIOLENCE CHICAGO

Title: Data Entry and Support Specialist

Reports to: Data Strategist and Research Coordinator

Informed by a philosophy of nonviolence, the Institute establishes caring and sustained relationships with participants engaged in cycles of violence. We emphasize partnerships with community members, leaders, social service providers, and local law enforcement to reduce community levels of violence. We will help create a safer, healthier environment for young adults, youth, and their families. These general approaches will be specifically addressed using four major methods: Community-based Nonviolence Street Outreach, Individualized Service Provision, Victim Support Services, and Nonviolence Training.

Data Entry and Support Specialist Position Description:

The Institute for Nonviolence Chicago is currently seeking a Data Entry and Support Specialist with strong technical and interpersonal skills to support the data collection, analysis and reporting on our team's efforts and impact. This position requires an individual who is able to work in a diverse and dynamic environment. Duties include assisting with the management of program data, supporting front-line staff to ensure that data is entered accurately and safely, communicating staff needs and challenges to INVC's data strategist, and fulfilling internal data requests from other INVC departments. The Data Entry and Support Specialist is an integral member of the team, responsible for maintaining the safety, accuracy, and completeness of program data, helping to manage and organize program data flows, and helping to foster digital and data literacy among front-line staff.

Duties and responsibilities:

- Enter data into INVC database and other repositories
- Help train staff on proper data input methods
- Continually support front-line staff on inputting clear and highly usable data that conform with requirements for established data fields
- Provide basic technical support for staff data entry, including helping staff troubleshoot the apps and web accounts used to access and enter program data
- Serve as data entry liaison between Data Management and the Programs & Services, bringing feedback and updates to and from each department
- Help create additional information tools as needed, such as surveys
- Help prepare monthly reports for funding partners
- Perform other functions jointly arrived at by the heads of the Data Management and Program & Services with INVC Strategic Action Group input

Qualifications Sought

Required

- BA/BS in the social/physical sciences, administration *or* equivalent experience working in a data-intensive environment
- Advanced knowledge of Microsoft Office with strong Excel skills
- Exceptional attention to detail and organizational skills
- Effective communicator, both verbally and in writing
- Ability to maintain strong working relationships
- Ability to solve problems and complete tasks in a dynamic and complex work environment

Preferred

- Some experience working with a database or client tracking system, preferably Salesforce
- Some experience with data analysis
- Experience working with confidential and/or sensitive information
- Experience with violence prevention, community-based, and/or not-for-profit organization

To apply, please send a cover letter along with your resume to birgettaw@nonviolencechicago.org

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