

INSTITUTE FOR NONVIOLENCE CHICAGO

POSITION TITLE: Data Entry and Support Specialist

REPORTS TO: Director of Data and Tech Operations

The Institute for Nonviolence Chicago's is an innovative and rapidly growing nonprofit with a mission is to end the cycle of violence using Dr. Martin Luther King, Jr.'s principles and teachings of nonviolence. Informed by a philosophy of nonviolence, INVC will establish caring and sustained relationships with participants engaged in the cycle of violence. We will 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 Violence Intervention (CVI) / Street Outreach, Individualized Service Provision, Victim Support Services, and Nonviolence Training.

The Institute has been selected to pilot Scaling Community Violence Intervention for a Safer Chicago (SC2). The initiative is ambitious, well-resourced and the first national effort to use a community-based collaborative approach to reduce homicides and shootings in targeted neighborhoods by 75% over five years. Data is foundational to the effort, and this role will provide critical support to the implementation team and essential data analysis over time

POSITION OVERVIEW: Reporting to the Director of Data and Tech Operations, the Data Entry and Support Specialist plays a critical role in ensuring the accuracy and effectiveness of our data collection, analysis, and reporting processes. This position requires a blend of technical proficiency and interpersonal skills to support our frontline staff and maintain strong communication across various departments. The Specialist is an integral member of the data 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. The ideal candidate for this position thrives in a dynamic environment and is committed to making a meaningful difference.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Accurately input data into INVC's internal database and other relevant platforms
- Provide training and support to staff members on data entry procedures
- Aid in communication between the Data Department and programmatic staff
- Assist in the creation of additional information tools, such as surveys and training materials
- Support in the preparation of monthly reports for our funding partners
- Collaborate with team members to address emerging needs and challenges

QUALIFICATIONS:

Required

- Bachelor's degree in Data Science, Computer Science, and/or equivalent work experience
- Proficiency in Excel, including data cleaning and maintenance tasks
- Familiarity with desktop and cloud-based file management systems (e.g. OneDrive, Google Drive)
- Strong attention to detail and effective time management skills
- Excellent verbal and written communication skills
- Capacity to problem-solve within a fast-paced environment while maintaining collaborative relationships
- Demonstrated ability to work autonomously as well as part of a team
- High degree of integrity and absolute respect for confidentiality

Preferred

- Familiarity with Chicago neighborhoods and the fundamental drivers of violence
- Experience with database or client tracking systems (e.g. CiviCore, Apricot, RedCap, Salesforce, VAN)
- Experience with data visualization tools (e.g. Tableau, Power BI)
- Familiarity with programming languages (e.g. SQL, Python) and basic understanding of data analysis techniques
- Previous exposure to handling confidential or sensitive information
- Background in violence prevention, community-based organizations, or nonprofits

SALARY/BENEFITS:

Competitive/commensurate with experience and other qualifications. Competitive benefits package available, including Health, Life, and 401K. Employment with INVC requires proof of vaccination or an approved medical exemption.

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

Institute for Nonviolence Chicago – EEO Statement

Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.