Job Title: Data Manager

Reports to: Executive Director

Salary Range: Commensurate with Experience

FLSA Status: Exempt

Job Location: Austin, TX

Work Week: Full-time, M-F

SUMMARY

The Data Manager is primarily responsible for coordinating, collecting, entering, analyzing and reporting program data within the Con Mi MADRE organization. The Data Manager will also be responsible for building out and managing our new data management system (Co-Pilot) which will be utilized for the tasks mentioned above.

ESSENTIAL DUTIES

- Develop information systems that will improve data collection and reporting, both for programs and organization wide
- Coordinates and collects data in accordance with the specified research protocol within the Con Mi MADRE organization
- Codes, verifies, and enters data into a computer database and/or spreadsheet application for subsequent analysis with proficiency in applicable systems.
- Analyzes and reports data with the outcomes annually or as specified and/or requested by the Executive Director.

Research Responsibilities

Contacts potential subjects to introduce and explain study objectives and protocol and to arrange interviews, either in person or by telephone. The Data Manager conducts and records face-to-face and/or telephone interviews with subjects in accordance with predetermined interview protocol, data collection procedures, and documentation data standards. The Data Manager will also be asked to keep up to date with and compile recent research trends, including local and national education, Latinx and persistence research for comparison and validity purposes.

Data Management System

Continue with the data migration and build out of our new data management system, Co-Pilot, which is on a Salesforce platform. This system will be use to capture participant demographics, program participation records, and survey responses. This database will also be use to pull reports that will then be analyzed for annual reports. This role will also assist with establishment and cleanup of organizational digital filing system.

Data Collection Responsibilities

Reviews and edits data to ensure completeness and accuracy of information; follows up with subjects to resolve problems or clarify data collected. The Data Manager collects and analyzes data for interview summaries and prepares materials proficiently as requested, for submission to granting agencies and foundation.

Data Reporting Responsibilities

Maintains accurate records of interviews, safeguarding the confidentiality of subjects as necessary. Provides ready access to all experimental data for the Program Director and Executive Director. The Data Manager will prepare, maintain and update data reports, as requested, and will attend project meetings, conferences, and other events as necessary. Responsible for progress reports and presentations, as requested.

QUALIFICATIONS, COMPETENCIES AND SKILLS REQUIREMENTS

- Bachelor's Degree required.
- 3 years of experience in the field or in a related area.
- Has knowledge of commonly-used concepts, practices and procedures within the educational research field.
- Rely on instructions and pre-established guidelines to perform the functions of the job, working under immediate supervision.
- Must possess an independent, organized, and motivated attitude.

PREFERRED QUALIFICATIONS

- Experience in SalesForce and CRM data systems
- Analysis experience using Statistical Package for the Social Sciences (SPSS) a plus
- Experience working in a team environment and interfacing with various departments
- Experience with Information Systems

HOW TO APPLY

To apply for this position, email cover letter and resume to karen@conmimadre.org . You may also mail your information to Con Mi MADRE at 4175 Freidrich Lane, Suite 200, Austin, Texas 78744.