



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Data Systems Coordinator

OPEN: Immediately

LOCATION: Los Angeles, CA or Chicago, IL

CLOSE: Until Filled

CONTACT: Maria Moser, Senior Director of Teaching and Learning

SALARY: Commensurate with Experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our country stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook and Twitter.

SUMMARY

The UnidosUS Education team is seeking a Data Systems Coordinator for a full-time position. The position supports the operation of a grants management system that facilitates information gathering and data-sharing within the UnidosUS Education team, as well as collaborating with Affiliates, partners, funders, and clients. This is a professional position that must handle multiple projects simultaneously and manage fast-paced schedules with professionalism, maturity, poise, and confidence.

The Data Systems Coordinator will work with the Manager of Data and Impact to facilitate data and reporting processes, create a library of relevant data and key information for grant development and response, and build subgrantees' capacity for data collection and management.

The position reports to the Senior Director of Teaching and Learning; however, specific work may be assigned and supervised by other staff members in the Education team. As such, experience and comfort reporting to multiple supervisors is necessary. This position may be based in Los Angeles, CA or Chicago, IL.

RESPONSIBILITIES

- Support data collection and reporting processes across programs in Education.
- Create a library of relevant data and key information to facilitate rapid grant development and response.
- Help build subgrantees' capacity and provide technical assistance in the usage of the grant management platform – including data collection, entry, and management.
- Apply best practices in knowledge management to seed effective practices across the affiliate (subgrantee) network and improve outcomes across programs.
- Communicate in a professional and collaborative manner with users (grantees, affiliates, employees) at varying levels of technical fluency to support success on new grant management systems.

QUALIFICATIONS

- B.A./B.S. degree in a relevant field from an accredited College or University required.
- Minimum of **two to four** years of experience in knowledge management, research or a relevant field, preferably in the non-profit sector.
- Ability to adhere to compliance and procedures related to data.
- Extensive experience with tools, facilities and techniques for managing and administering data.
- Experience with multiple data software programs (e.g. Fluxx, Salesforce, Blackboard, SPSS, SAS, survey management systems and/or project management systems) preferred.
- High proficiency in Microsoft Office (Word, Excel, Access, PowerPoint), technical skills, strong word processing skills, and use of the Internet.
- Ability to perform for a multi-person office and manage multiple tasks and goals, prioritize among assignments, and problem-solve.
- Ability to work with minimal supervision, maintain attention to deadlines, and function effectively under pressure and communicate clearly and effectively about workload/priorities.
- Ability to work both independently and as part of a team.
- Ability to communicate effectively with Health team and subgrantees and exercise professional attitude in representing UnidosUS to different audiences (e.g., Affiliates, funders, partners).
- Bilingual (English/Spanish) fluency preferred.
- Ability to travel to UnidosUS events approximately five to six times per year.
- Excellent communication skills, both oral and written.
- Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations, and the Hispanic market and consumer a plus.
- Commitment to excellence and high standards.

- Ability to work independently and as a member of various teams and committees.
- Acute attention to detail.

Please note: Only those applicants who submit a cover letter along with a résumé will be considered for this opportunity.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS

1126 16th St., NW, Suite 600

Washington, DC 20036 or

hrmail@unidosus.org

Subject Line: Data Systems Coordinator

Attn: Maria Moser, Senior Director of Teaching and Learning

No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.