



Position | Data Manager (Full time)

Program | Family Life

Reports to | Senior Director of Programs

Summary | The Family Life department focuses on education across the lifespan. The Data Manager will assist the Director with data entry, quality checks, monitoring and reporting performance data for both federal and non-federal grants. The Data Manager will also be responsible for overseeing technology inventory and incentives. The federal grant is the Future First Project, which was created to reach high school age students who may have a history of Adverse Childhood Experiences. This project provides a comprehensive approach to educate youth on contraception and abstinence for the prevention of pregnancy and sexually transmitted infections (STIs) through medically accurate information and promoting a healthy and successful transition to adulthood. Non-federal grants include parent education courses that are evidence based and/or evidence informed.

Responsibilities and Duties |

- Process paperwork as assigned; score client tests and tally results.
- Input client information data into various databases.
- Compile weekly and monthly statistics for programs.
- Provide program/clerical/secretarial support as requested.
- File closed client records. Assist with searching closed files when requested.
- Assist in scheduling of classes.
- Input classes into various online platforms.
- Support the administration of surveys on-site at workshops for Future First as needed.
- Keep a high level of engagement with students.

Requirements | One year experience in related field. Bachelors degree preferred.

Experience |

Experience in data entry.

Mastery of Microsoft Suite including Excel and Access.

Knowledge of GSuite and Zoom.

Ability to maintain confidentiality regarding clients and agency business

Must have own reliable transportation, liability insurance, and a valid Texas driver's license.

Salary/ Compensation Package | \$38,000 - \$40,000. 401k 5% matching. Flex schedule and work location. 10 paid holidays per year with 1 floating holiday. Generous PTO.

Submission Instructions | Please submit your resume and cover letter to Kathryn Thalken at kthalken@theparentingcenter.org. Include "Family Life Data Manager" in the subject line. Only electronic submissions will be accepted.

Submission Deadline | Friday, January 6, 2023