



## **CES Job Description and Duties**

**Job Title:** Regional Data Coordinator

The Regional Data Coordinator will serve as the primary data evaluator and needs identifier for the Service Planning Area (SPA). The data coordinator, in collaboration with other data analysts in their SPA will aggregate and track regional performance. Additionally, they will work alongside the CES Program Directors to identify opportunities for performance improvement and the resources necessary to help attain that. The data coordinator will work directly with the Home for Good team to help develop tools and identify system enhancements that will further support improvements in data collection, report generation, and overall data access and implementation.

### **Data Administration:**

Administer client databases including generating and analyzing reports, user management, and adherence to Homeless Management Information System policies and procedures

Provide ongoing support and training to database users

Establish and oversee implementation of data quality improvement plans

Document data management policies and procedures

### **Program Performance Tracking & Evaluation:**

Enrollment in all critical HMIS trainings, particularly for the “Looker” reporting tool

Responsible for tracking overall program performance for funded subcontractors in region

Oversee the compilation and submission of CES grant reports at a minimum, and consider the creation of monthly program performance reports from staff throughout the organization

Analyze program results and progress towards specific outcomes and goals

Design, develop and implement regular reports for various audiences including staff, board members, donors, press, etc.

**Additional Responsibilities:**

Collaboration with the other regional leads within the region to identify specific performance issues and potential remedies

Participation in quarterly HACademy meetings with other Regional Data Coordinators and Home for Good team

Participation in quarterly on-site focused check-ins with Home for Good team

Participation in at least one community –wide convening, highlighting regional successes, challenges, and innovations

Perform other tasks and special projects as required

**Expected Competencies:**

Bachelor's degree or equivalent of 5 years' experience in related field

Computer literacy required. Must be proficient in Internet research, Word, Excel and database programs and be willing to learn other applications. Experience with Homeless Management Information Systems highly desired.

Strong organizational skills, including effective time management and the ability to make decisions independently and in collaboration with staff across your region and external partners

Demonstrated ability to manage detailed reports, pay close attention to detail, and work under deadlines, appropriately prioritizing priorities while maintaining flexibility

Must have excellent communication skills, including the ability to clearly present data to a variety of audiences

**Additional Skills Preferred:**

Experience with database software such as Microsoft Access or SQL

Experience with visualization and mapping tools such as Visio, Tableau, and GIS

Some community organizing and/or coalition building experience

Some experience in providing direct services to homeless/formerly homeless people

**Additional Position Requirements:**

Must have valid California Driver's License, driver's insurance and a clean driving record

TB Test (satisfactory resolution)

Background Check

Negative drug and alcohol test (including marijuana)

Complete Agency Program Training

CPR/First Aid Certification