

**POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: E/BFSC 11-2012

POSITION: **DATA MANAGER**

OPENING DATE: 02/06/2012 CLOSING DATE: \_\_\_\_\_ OPEN UNTIL FILLED: X

SALARY: **Commensurate With Experience**

FLSA STATUS: **EXEMPT**

EMPLOYMENT STATUS:  **Full-time**     Temporary     **Part-time**

**EMPLOYMENT PREFERENCE:** To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit evidence of residency at the time of application. Preference **will not** be granted unless the evidence is made at the time of application. Additional consideration will be given to qualified residents in the E/BFSC target area.

**MISSION:** To Strengthen Families and Build Vibrant Communities in Washington, DC.

**BRIEF DESCRIPTION OF DUTIES:**

The Data Manager works with the Program Directors to manage program data systems for E/BFSC. S/he assists in the development and implementation of database and reporting systems to ensure that minimum standards for case management and community engagement are obtained; provides effective and efficient storage, retrieval, and customization of data to ensure an integrated database system for all users; ensures data integrity as maintenance and modification projects to existing applications are undertaken; assists to develop and implement quality assurance policies and procedures; provides technical assistance to staff regarding EBFSC data systems; conducts regular case audits and provides feedback to management regarding staff performance and quality improvement. All activities are conducted in accordance with the organization's established policies and procedures, contract requirements, legal requirements, and best practice standards.

**QUALIFICATIONS REQUIRED:**

- Bachelor's Degree required; minimum of three years in quality assurance or data management preferred
- Experience in non-profit or social service setting preferred

**SKILLS/COMPETENCIES REQUIRED:**

- Experience with Case Management data base applications (Efforts to Outcomes a plus)
- Demonstrated, effective written communication skills
- Effective interpersonal skills
- Ability to process information logically
- Ability to communicate ideas and instructions clearly and concisely (training experience preferred)
- Strong organizational and time management skills; attention to detail a must
- Demonstrated computer literacy and highly proficient at using Microsoft Office

**Candidates must have a valid driver's license, copy of driving record and proof of valid auto insurance. Must obtain a FBI, Police and Child Abuse Registry Clearance; be available during evenings and weekends, and must provide health certification and proof of TB screening test.**

**HOW TO APPLY**

Candidates must submit resumes to Human Resources at [resume@ebfsc.org](mailto:resume@ebfsc.org) or fax via 202-832-9401

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**E/BFSC is an EOE**