

## **Part-time Data Manager– Workforce Development**

### **St Nicks Alliance - Workforce Development – North Brooklyn**

#### **Work Hours - 25 Hours/Week - M-F 9-2**

St. Nicks Alliance Workforce Development division provides comprehensive workforce services leading to employment and a career ladder for unemployed and under-employed community residents including credentialed, employer-linked technical training in a variety of sectors. We are currently seeking an experienced PT Database Manager who is passionate about and takes a keen interest in data and can oversee and maintain the overall integrity of the Workforce Development database systems with a special focus on the ETO Software Touchpoint Database System and its use to track and meet performance measures. General duties include coordinating; reviewing and ensuring data is properly captured in the Database. In addition, the Database Manager will understand and advocate the long and short-term benefits of well managed and available data, and be responsible for providing leadership, direction and training to all staff and new users and resolving database problems or errors in a timely manner and providing ongoing dashboards and reports to support internal and funder requirements.

This is a vital position at St. Nicks Alliance to support our data reporting, data analysis, data integrity and funder compliance.

#### **Duties Include:**

- Manage ETO Touchpoint Database System.
- Ensure and enforce ETO Database System protocols for all workforce staff for the collection, storage and recovery of participant and program data
- Ensure staff is properly trained in the proper manner to input data into ETO and trouble shoot with staff as needed. Conduct ongoing staff training
- Support in the use of the system to drive high performance. Run Weekly ETO Usage reports and share Senior Managing Director and Director of Workforce Operations.
- Analyze large datasets and create insightful reports using Power Pivot, and Pivot Tables
- Work with Senior leadership at Workforce to ensure all contract goals and milestones reporting can be accommodated from data in ETO and supporting dashboards and tracking tools developed.
- Make upgrades and enhancements to the ETO interface as needed.
- Have an understanding of other required funding systems and ensure data entered into these reporting systems are also captured in our ETO database.
- Ensure timely and accurate data collection from all staff. Monitor staff unit performance with data collection and process. Inform supervisor of any discrepancies or challenges.
- Perform regular ETO system data quality control checks to ensure the integrity of information within the system.
- Regularly monitor and review data collection process with senior leadership for data collection, efficiency, accuracy and overall improved process. Develop, implement and periodically monitor (at least quarterly) ETO system input to ensure data is entered as required.
- Meet regularly with Senior Managing Director, Director of Workforce Operations and Workforce Development Program Managers to determine where enhancements can be made in ETO to improve the quality of the data captured.
- Develop and update weekly, monthly and annual reports and dashboards on performance indicators, individual client progress and funder reporting data. Review with the Senior Managing Director of Workforce Development and Director of Workforce Operations to ensure that reports and dashboards reflect all data collection needs for the division.
- Provide accurate and timely reports of client services for grant and billing needs.
- Synthesize raw data and develop and disseminate reports that reflect progress towards client goals and adherence to reporting protocols.

- Assist with the analysis of performance data and benchmark data against strategic priorities for the organization.
- Work closely with the SNA Data Administrator and third party vendors selected to customize reports as needed to satisfy internal, external and fiscal program evaluation.
- Ability to handle multiple, competing priorities and to achieve deadlines.
- High level of attention to detail, strong data integrity, and solid understanding of data analysis techniques.
- Provide and manage user access levels for each segment of the database.
- Recommend, approve, schedule, plan and supervise the installation and testing and improvements to computer systems in consultation with the Database Administrator.
- Conduct regular data integrity checks and support leadership in developing data integrity policies, systems and processes.
- Analyze, consolidate and tune database for optimal efficiency.

### **Qualifications:**

- Bachelor's degree in education or technology and 2+ years of experience in program coordination, recruitment, internship/job development and account in the Tech sector preferred.
- Strong written and oral communication, organizational and project management skills.
- Ability to come into the office 5 days a week (M-F) to support Database and reporting.
- Ability to work independently with a strong sense of focus.
- Ability to collaborate with other members of the Workforce Development team.
- Strong sense of and respect for confidentiality involving clients and data.
- Ability to work with culturally-diverse individuals.
- Experience supporting/using Database Management Systems
- Experience in maintaining visual reports and dashboards using Power BI
- Proficient in using Dax Functions.preferred
- Strong knowledge of Pandas for data analysis, cleaning, and manipulation.
- Knowledge of SAP functions, formulas, and calculations in Web Intelligence
- Love data and have experience and drive in using program performance measurement systems; evaluating/analyzing program outcomes using performance systems and using findings to help a team improve performance.
- Strong attention to detail and data integrity.

Job Type: Part-time (25 Hours per week)

Pay: \$23-\$25 an hour base on experience

### **How to apply**

- Please submit a thoughtful cover letter and resume to [snaworkforcehr@stnicksalliance.org](mailto:snaworkforcehr@stnicksalliance.org) with the title in the subject line. Visit [www.stnicksalliance.org](http://www.stnicksalliance.org) to learn more about the organization. Please no phone calls.
- St Nicks Alliance is an Equal Opportunity Employer.