

St. Nicks Alliance Data Manager Job Description

Who We Are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform the lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

St. Nicks Alliance Workforce Development Center empowers and trains historically marginalized community members from north and central Brooklyn to move from unemployment to careers and jobs with sustainable wages enabling over 1800 local residents annually to improve their economic status. Our services are robust and range from employment-contextualized ESOL, digital/computer literacy, ABE, and HSE to workplace success skills training and job placement to sector-based employer-linked vocational training with a focus on career occupations in the green trades, healthcare, technology and financial service sectors.

We are currently seeking a **full-time data manager** for our 790 Broadway Workforce Development Center location in Brooklyn.

What You'll Do:

As a data manager you will support our data reporting, data analysis, data integrity and funder compliance.

Specific duties include, but are not limited to:

- Manage ETO TouchPoint database system and enforce ETO database system protocol for all workforce staff for the collection, storage, and recovery of participant and program data
- Analyze, consolidate, and tune database for optimal efficiency. Make upgrades and enhancements to the ETO interface as needed.
- Develop and update weekly, monthly, annual reports, and dashboards on performance indicators, individual client progress, and funder reporting data.
- Work closely with the St. Nicks Alliance data administrator and third party vendors selected to customize reports as needed to satisfy internal, external and fiscal program evaluation.
- Train staff in proper ETO usage and trouble shoot with staff as needed.
- other duties as assigned by the senior managing director of workforce development and director of workforce operation

What We Are Looking for:

- 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
- 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



St.Nicks Alliance Workforce Development

Where Opportunity Grows

- have a love of data, 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

What's in it for You:

- compensation range: \$75,000–\$80,000 a year (*The actual compensation will depend on a variety of job-related factors which may include geographic location, work experience, education, and skill level*)
- competitive benefits package (medical, dental, vision, 401K)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities and access to wellness programs

How to Apply:

Please submit a thoughtful cover letter and resume to snaworkforcehr@stnicksalliance.org with the title in the subject line.

St. Nicks Alliance is an Equal Opportunity Employer that values diversity. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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