

Career Opportunity:

Title: Data Coordinator

FLSA: Non-exempt

Location: Breakthrough-Men's Center 402 N. St. Louis Avenue Chicago, IL

Position Summary:

The Data Coordinator works in the Adult Support Network and requires strong technical and interpersonal skills to support the data collection, analysis and reporting on Nonviolence efforts and impact.

The Data Coordinator's role will include but not be limited to:

- Maintain the database systems from funder-required databases
- Facilitate data entry and collection
- Generate reports on key metrics and other reports as requested
- Gather and analyze data related to the program area.
- Conduct routine system audits to verify data accuracy
- Collaborate with other team members regarding other program software systems
- Attend weekly and quarterly data management meeting with community partners to help with data collection and data integrity
- Serve as a resource in providing data technical assistance to team members
- Provide continuous database training
- Offer continuous database training to the Violence Prevention team

Educational/Experience Requirements:

Bachelor's degree in economics, sociology, political science, statistics, public policy, social work, or other relevant social/mathematical science field required. Master's degree preferred; minimum of one year of relevant data management experience required; Previous Experience working with analyzing large and complex datasets required; Experience working in violence prevention strongly preferred.

Compensation/Benefits:

In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid vacation, sick and personal benefit days, free fitness center membership, employee discounts and more.

To Apply:

Send/email/fax cover letter and resume to:

Breakthrough Urban Ministries

Attn: H.R.

402 N. St. Louis Avenue Chicago, IL 60624

E: yfields@breakthrough.org

Fax: (773) 722-1434



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All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.