

Career Opportunity:

Title: Data Management Specialist

FLSA: Non-exempt

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

Position Summary:

The Data Management Specialist 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. Internally, this position requires an individual who is able to work as a team member collecting data, reporting outputs and outcomes, presenting data trends, providing training/coaching on documentation and technology use.

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

- Develop, track, and analyze performance measures in accordance to strategic impact goals, grant contracts, and funder request.
- Create and implement instruments for program evaluation (e.g. participant surveys, workshop evaluations)
- Prepare reports and presentations on program outputs/outcomes and trends in violence.
- Oversee the organization's program database. Make adjustments to fields and forms in the database as needed.
- Research, develop, document, and implement protocols for the input of data into the system through onboarding new staffing, providing continued training to all staff, and creating visual representations (e.g. process maps) of data entry protocol.
- Ensure data in system is accurate, complete, and up to date through making changes firsthand or delegating tasks to team members
- Collaborate with Program Director to interpret and utilize program and external data for programmatic decisions
- Facilitate workshops and make presentations on data and program evaluation concepts at internal and external meetings.
- Build and strengthen relationships with external partners through providing regular and special reports, providing technical assistance with data collection and reporting, and providing input around feasible and valuable performance measures.

Educational/Experience Requirements:

Bachelor's degree in economics, sociology, political science, statistics, public policy or other relevant social/mathematical science field required. Master's degree preferred. Minimum of one year of relevant data management experience required; Expert skills in Microsoft Excel or other statistical software; working knowledge; Experience working with analyzing large and complex datasets required; experience working in violence prevention strongly preferred experience with Salesforce strongly preferred.



402 N. St. Louis Ave. Chicago, IL 60624 PHONE: (773) 722-1144
FAX: (773) 722-1434 www.breakthrough.org

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

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.