



## Job Description | Updated: June 11<sup>th</sup>, 2019

<b>Job Title:</b>	Data Coordinator	<b>Job Category:</b>	Continuum of Care
<b>Department/Group:</b>	Continuum of Care Planning	<b>Job Code/ Req#:</b>	N/A
<b>Location:</b>	San Antonio, Texas	<b>Travel Required:</b>	Travel Required
<b>Salary:</b>	\$40,000 - \$50,000	<b>Position Type:</b>	Full-Time, Non-Exempt
<b>HR Contact:</b>	Penny Burgess	<b>Date Posted:</b>	June 12, 2019
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	July 1, 2019
<b>External Posting URL:</b>	<a href="http://www.sarahomeless.org">www.sarahomeless.org</a>		
<b>Internal Posting URL:</b>	<a href="http://www.sarahomeless.org">www.sarahomeless.org</a>		
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> <a href="mailto:KatieVela@SARAHHomeless.org">KatieVela@SARAHHomeless.org</a> Resume and Cover Letter Required		<b>MAIL:</b> Attn: Katie Vela 4100 E. Piedras Dr. Suite 105 San Antonio, TX 78228	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Oversee the accurate data collection process of federal and community-wide reports including the Point-in-Time Count, Housing Inventory Count, Longitudinal System Analysis, and System Performance Measures.</li> <li>• Assist with the development of dashboards and visualization tools to help SARAH and community stakeholders understand the homeless response system, gaps, and progress towards stronger system performance.</li> <li>• Act as the SARAH liaison to communicate data priorities and coordinate projects with the Homeless Management Information System (HMIS) Lead Agency to ensure accurate and timely submission of federal reports and other priority projects.</li> <li>• Lead the development of report definitions to monitor program and system performance across the San Antonio/Bexar County Continuum of Care.</li> <li>• Support the data collection needs of the SARAH staff including for grant applications, community reports, and presentations.</li> <li>• Assist with the development of tools to monitor recipient and sub-recipient performance, evaluate outcomes, and design action steps to improve performance and compliance of HUD Continuum of Care (CoC) Program and Emergency Solutions Grant (ESG) Program funded projects.</li> <li>• Respond to research requests from staff and outside entities, as requested by the CoC Director.</li> <li>• Review and revise community data sharing and privacy policies.</li> <li>• Support the evaluation of the Coordinated Entry process and coordinate with outside consultants or universities helping to facilitate the review process.</li> <li>• Assist with the CoC Consolidated Application and support the Independent Review Team (IRT) process.</li> <li>• Represent SARAH on various work committees and with community partners.</li> </ul>			

- Provide data-related content for monthly SARAH newsletter and social media targeted to CoC Board of Directors, Membership Council, SARAH Committees or Workgroups, CoC/ESG grantees, and the general public.
- Manage internal and external relationships in a positive and productive manner.
- Other duties as assigned by Continuum of Care Director.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

**Education:** Bachelor’s degree in public policy, public administration, data analysis, program evaluation or related field required. Master’s degree preferred.

**Experience:** Two (2) years of experience with data analysis, project management, or related field.

**Knowledge:** Strong analytical, project management, and interpersonal skills required including the ability to train groups, write complex documents, manage spreadsheets and reports, and communicate data concisely and effectively to a variety of audiences. Strong attention to detail required.

**Computer:** Proficiency with standard Microsoft Office Suite and system databases. Knowledge and experience using various software programs to process information and analyze data preferred. Experience with Tableau, Piktochart, or other data visualization platforms preferred.

**Vehicle/Licenses:** Must have daily use of a vehicle without prior notice. Must maintain current registration and current automobile liability insurance that is in compliance with Texas Law. Mileage reimbursement provided.

**Attendance:** Must maintain regular and acceptable attendance at such a level as is determined in the employer’s sole discretion.

**Physical Requirements:** Physical requirements include occasional lifting/carrying of 5 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment or field environment. Must be available to work evenings & weekends at conferences and at training events, with advanced notice.

*EXCEPTIONS TO THESE CRITERIA MUST BE APPROVED BY THE EXECUTIVE DIRECTOR.*

**PREFERRED SKILLS**

**Data Literacy:** Ability to read, understand, create, and communicate data as information that can be understood clearly by different audiences.

**Planning/Organizing:** Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

**Dependability:** Demonstrate initiative in setting priorities, regularly completing work on schedule, and fulfilling commitments.

**Relationship Management:** Develop and maintain harmonious relationships with key stakeholders to ensure positive and productive program outcomes for clients and partner agencies.

**Innovation:** Competency in problem solving, critical and strategic thinking to develop creative solutions to complex problems. Ability and desire to investigate issues when there isn’t an obvious answer.

**Communication:** Ability to communicate clearly and effectively via oral or written means. Ability to present a friendly and positive demeanor to service providers, staff, and the general public. Ability to prepare and present on data to external audiences.

**Composure:** Ability to respond in a professional manner in all situations.

**Decision-Making:** Ability to set work priorities and to evaluate and create solutions to work-related problems. Decisions should be systemic and not individually based.

**ADDITIONAL NOTES**

- **Reports to:** Continuum of Care Director

- **Disclaimer:** Nothing in the job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time, for any reason.

Reviewed By:	Brenda Mascorro, Executive Director	Date:	6/11/2019
Approved By:	Brenda Mascorro, Executive Director	Date:	6/11/2019
Last Updated By:	Katie Vela, Continuum of Care Director	Date:	6/11/2019

**About South Alamo Regional Alliance for the Homeless (SARAH):**

SARAH is a nonprofit that serves as the HUD Continuum of Care (CoC) Lead Agency that encompasses the San Antonio/Bexar County geographic region. The purpose of SARAH is to create integrated, community-wide strategies to prevent and end homelessness; provide coordination among the numerous regional organizations and initiatives that serve the homeless population, and create the region’s single, comprehensive grant application to HUD for McKinney-Vento funding. SARAH’s goal is for homelessness to be a rare, brief, and nonrecurring event in San Antonio/Bexar County.

**Description of Data Coordinator Position:**

This position requires strong analytical, communication, planning and project management skills. Ability to work with stakeholders and carry out projects from conception to implementation are essential. Candidate must have a strong ability to research, distill and apply government regulations and evidence-based and innovative practices in the field and to analyze data. The ideal candidate will have a well–disciplined and organized approach to time management and task management and an ability to work well with other SARAH team members and community members in order to improve program and system performance. This position reports to the Continuum of Care Director.