



Job Title: Data Specialist

Functional Department: Information Technology

Job Reports To: Director of Information & Technology

Salary Range: \$50,000 - \$55,000, depending on experience

Exempt Non-Exempt

About the National Indigenous Women's Resource Center:

The National Indigenous Women's Resource Center, Inc. (NIWRC) is a Native-led nonprofit organization dedicated to ending violence against Native women and children. NIWRC provides national leadership in ending gender-based violence in Tribal communities by lifting up the collective voices of grassroots advocates and offering culturally grounded resources, technical assistance and training, and policy development to strengthen Tribal sovereignty.

Our mission is to provide national leadership to end violence against American Indian, Alaska Native, and Native Hawaiian women by supporting culturally grounded, grassroots advocacy.

We are an equal opportunity employer. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply.

Job Duties:

The Data Specialist position provides technology and data support on internal projects for teams and maintains external ARP focused databases of resources for grantees. In this role, you will be responsible for collating and verifying data from multiple sources, review existing databases and data storage systems for efficacy and efficiency, assisting with the implementation of data software storage systems, and executing data transfers. You will also be required to train staff on data storage procedures. Your work will also include coordination with the IT team developing and implementation of IT bundles to assist programs in their transition to/from remote office work due to regional Covid-related fluctuations.

To be successful as a data specialist, you should have a good eye for detail, expert knowledge of data storage systems, and a meticulous approach to information verification. An outstanding data specialist works methodically to ensure the accurate transfer of information to a secure digital medium. Strong project management skills will be essential to be successful in this position.

Minimum Requirements:

- Bachelor's degree in information management, data analytics, computer science, or a similar field.
- 3+ years experience as a data specialist.
- Ability to read, interpret, and verify data from multiple formats.
- In-depth knowledge of data retrieval and storage systems.
- Ability to work independently on projects.
- Knowledge of computer hardware systems and peripherals.
- Excellent communication and report-writing skills.
- Strong analytical and problem-solving skills.
- Experience with end-user training and support.
- Must be a detail-oriented person who is very meticulous about their work.

Duties:

- Conducting a thorough data analysis of data stores, processes, workflow, and storage systems.
- Creating or implementing a digital conversion program.
- Installing and maintaining data collation software.
- Verifying and extracting data from hardcopy and other digital sources.
- Importing and transferring data to a secure central database.
- Performing regular data integrity and quality audits.
- Creating and submitting data collation reports.
- Troubleshooting information storage issues.
- Training staff on data storage and retrieval processes.
- Develop and maintain Covid-related databases (testing, vaccines, and mobile testing units) for dissemination as a resource.
- Develop and implement IT bundles to assist programs in their transitions to/from remote office work due to regional Covid-related fluctuations.

Work Habits:

- Collaborative
- Reliable
- Respectful
- Excellent communicator
- Customer service oriented
- Honest
- Forward looking
- Competent
- Inspiring

Signature: _____ **Date** _____

Approved by: _____ **Date** _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.