



Job Announcement

Job Title: Data Specialist
Organization: Denver Indian Family Resource Center (DIFRC)
Type: Full-time
Location: Denver, CO

About Us:

The mission of Denver Indian Family Resource Center (DIFRC) is to strengthen American Indian and Alaska Native (AI/AN) children and families through collaborative and culturally responsive services. Our vision is to achieve generations of healthy and strong American Indian/Alaska Native children and families.

About the Position:

The Data Specialist manages the process of collecting and entering client data into electronic data systems. The Data Specialist works closely with DIFRC staff to ensure that the data is accurate and accessible. The Data Specialist serves as the point of contact for external databases to ensure compliance with all requirements and standards.

This position reports directly to DIFRC's Operations Director.

Responsibilities:

- Responsible for managing the process of collecting, organizing, and entering data into multiple databases. Maintains and recommends data workflow processes.
- Manage existing databases and database management systems to meet the needs of the organization.
- Verifies data by completing quality assurance analyses and procedures, inclusive of data auditing procedures.
- Improves data by correcting errors, upgrading quality of data.
- Ensures data complies with requirements and standards as established by DIFRC or external agencies.
- Serve as internal/external point of contact for databases. Answers technical and procedural questions from staff and orient team members.
- Prepares data reports for internal use as well as external reporting requirements.
- Protects organization value by keeping information confidential.
- Contributes to data operations and organization success by welcoming related, different, and new requests; helping others accomplish job results which pertain to data.
- Resolves database problems by troubleshooting, resolving, and/or escalating inconsistencies.
- Improves data operations job knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking

state-of-the-art practices; participating in professional societies.

Minimum Qualifications:

- A Bachelor's degree in an information technology, math, business, or related field:
- OR minimum 4 years' experience performing a broad range of tasks.
- Strong analytical and problem-solving skills.
- Detail-orientated.
- Excellent written, oral, and interpersonal communication skills.
- Computer skills including use of emails, calendars, and data collection through the Microsoft Office suite.

Other Requirements – NOTE: a successful candidate does not necessarily need proficiency in every area listed below: (We are willing to offer instructions for the platforms and processes we use.)

- Experience in Salesforce.
- Extensive knowledge of American Indian and Alaska Native cultures; one year experience working with AI/AN families preferred.
- Must possess and maintain a valid driver's license.
- Must be able to successfully pass a pre-employment criminal background check.
- Bachelor's degree from accredited college or university with major in one of the following disciplines: social work, social welfare, human development, psychology, or other degree with a focus on individuals, families, groups, and communities.
- Experience performing a broad range of tasks within a social service, non-profit, or child development agency providing direct services to vulnerable children, youth, or their families.

Salary and benefits:

The salary range for this position is \$40,000 to \$50,000 depending on experience and includes generous health insurance, vision, dental, life insurance, short-term disability, paid time off, and complimentary access to mental health and well-being counselors.

To apply: We are motivated to bring a new staff member onboard and estimate the process will take two to four weeks. Here is the process:

- Initial short interview by video or phone
- Second interview in person with team members
- Reference checks

Send a resume and letter explaining why you are a good fit for this position to apply@difrc.org with "Data Specialist" in the subject line. We will accept applications until the position is filled. We will notify all applicants when the position has been filled.

Denver Indian Family Resource Center (DIFRC) is an equal opportunity employer that values workplace diversity. DIFRC strives to create an inclusive workplace that embraces diverse backgrounds, life experiences, and perspectives. DIFRC prohibits discrimination of employees or

applicants on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.