



*“Strengthening the Community Action Network to address poverty in Nebraska.”*

**Community Action of Nebraska**  
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## **Data Manager Job Posting**

**April 23, 2021**

Community Action of Nebraska is hiring a full-time candidate who understands data, has technical skills, and is great at explaining both to others. You will help Community Action Agencies across the state of Nebraska provide critical services to people in need by helping them track and understand their data. You will have the opportunity to solve creative problems every day and work with a wide variety of committed human service professionals.

The Data Manager is responsible for overseeing, maintaining, and improving the statewide client MIS for the nine Community Action Agencies. The database was developed nation-wide for human service nonprofits to use to track services and has been customized for Nebraska. The Data Manager will help end users understand how to use the system and track their data more effectively. It will also include developing reports for funders and analyzing data.

Compensation: This full-time position will be paid between \$26.00 and \$31.00 per hour. Employees receive full insurance benefits, paid time off, paid holidays, and retirement benefits. There is a possibility of occasional remote work and flexibility of hours for this position.

### **Essential Functions**

Management and administration of the statewide client database (45%)

- Develop and modify database in response to user needs, research and reporting requirements;
- Provide technical support to end users in the collection, storage and reporting of data;
- Develop and implement database structures, relationships, queries, report dashboards, and other components for effective, timely, and reliable data;

Training and Technical Assistance (25%)

- Provide individual technical assistance to end users at the nine Community Action Agencies
- Provide regular group training sessions to new and existing users

Data Analysis (30%)

- Conduct analysis of data for completeness and accuracy and to support programmatic improvement;
- Assist in reporting outcomes to funders;
- Monitor overall data quality, produce data quality reports as requested, and design and implement data quality control mechanisms.

### **Minimum Qualifications and Expectations**

- Bachelor's degree in computer science, database management, information technology, social work, statistics, or equivalent experience or education.
- Three years of professional work experience in a related field.
- Knowledge of Structured Query Language (SQL)
- Experience with data analysis
- Strong skills in providing training and technical assistance to non-technical software users.
- Ability to interpret and discuss technical information or concepts with others not familiar with the terminology
- High attention to detail and accuracy
- Ability to apply technical expertise to solve problems
- Familiarity with nonprofit programs and data
- Great communication skills

Community Action of Nebraska (CAN) is a nonprofit statewide association made up of Nebraska's nine Community Action Agencies. CAN's three staff provide training and database support to the nine agencies in addition to advocating for people in poverty across Nebraska. CAN is part of a national network of nonprofits consisting of over 1,000 Community Action Agencies, all "dedicated to helping people help themselves and each other."

This position will report to the Executive Director. Physical requirements for the position are consistent with typical office work. Some travel will be required.

Learn more about CAN at [canhelp.org](http://canhelp.org) or [facebook.com/communityactionofnebraska](https://facebook.com/communityactionofnebraska)

Community Action of Nebraska (CAN) is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, marital status, veteran status, political affiliation, sexual orientation, gender identity, disability, sex, age, or any other status protected by state or federal law.

To apply for this position, please email your cover letter and resume to Ingrid Kirst, Community Action of Nebraska Interim Executive Director, at [director@canhelp.org](mailto:director@canhelp.org). Review of applications will begin May 3 and continue until the position is filled.