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# Nevada Hands & Voices

## Data Manager Job Description

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### **POSITION SUMMARY**

Data Manager will work alongside other Managers, Program Coordinators and Executive Director to be responsible for managing, preparing, training, reviewing, and processing data.

The Data Manager position will be for 10 hours per week for 50 weeks at a beginning pay rate of \$23/hour.

### **PERFORMANCE EXPECTATIONS**

- Implementation and maintenance of databases and policies that adequately address organization and funder needs on data.
- Design and implantation of operational data tracking systems (budgets, staff hours, etc.).
- Entry and maintenance of client data in appropriate databases, apps, and platforms (Wellsky, Therap, Zoho One, etc.).
- Manage NVHV website including creating event registrations.
- Compile and submit data for monthly, quarterly and annual reports.
- Provide reports to Board of Directors and attend meetings as needed.
- Monitor and analyze information for data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.).
- Provide initial and ongoing staff training for all technology use, including setting up and technical assistance with laptops, timecards, data entry.
- Will attend mandatory initial training and on-going required trainings.
- Work with other Managers/Coordinators/Directors on additional data requirements.

### **SPECIALIZED KNOWLEDGE AND SKILLS**

- Ability to proficiently read and write English for data reporting requirements.



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- Will have access to the internet and be willing to conduct business via email and internet technologies as necessary.
  - Possesses knowledge of effective marketing strategies.
  - Exhibits knowledge of company identity, mission and goals.
  - Detail oriented.
  - Savvy with Microsoft Office (Word, Excel, PowerPoint) as well as publishing programs (Canva).
  - Ability to translate complex technical concepts into language easily comprehensible to diverse audiences.
  - Ability to work independently and as part of a team.
  - Ability to prioritize among competing goals to execute on tight deadlines.
  - Exhibits excellent interpersonal skills.
  - Articulate, polished, and professional demeanor with strong work ethic, initiative, and confidence.
  - Must maintain standards of confidentiality, including adhering to HIPPA standards and protecting client PHI.