



**THE CENTER FOR VIOLENCE-FREE RELATIONSHIPS
JOB ANNOUNCEMENT**

Use your analytical mind and administrative skills to help improve the lives of others!

Do you want a job where you can use data to help improve services to those affected by sexual and domestic violence? Where you can see the positive impact of your contributions? Here is your chance to utilize your strengths in data analysis and administration to be a positive force for change in a community. Come work with an exceptional team of people at The Center for Violence-Free Relationships.

WHO WE ARE: The Center for Violence-Free Relationships serves domestic violence and sexual assault victims and their families. The Center is all about being a place that brings together smart, talented people from a diversity of backgrounds. We strive to be a place where you can bring your whole self to work. We've cultivated a truly unique workplace culture that encourages out-of-the-box thinkers who don't believe in the impossible. The Center is currently seeking a dynamic individual to join our data team.

The Center for Violence Free-Relationships, located in Placerville, CA is regarded as one of the most innovative and progressive sexual assault and domestic violence agencies in the state. The Center's ground breaking programs and our demonstrated outcomes have been featured at the local, state and national level. Fulltime and part-time eligible employees at the agency enjoy 12 paid holidays, paid vacation and sick time, and health benefits. The Center is a high performing organization requiring high performing employees who are passionate, skilled and dedicated to building healthy relationships, families and communities free from sexual assault and domestic violence. The Center is currently seeking qualified individuals interested in part-time employment to perform the duties of Program Data Assistant.

JOB DESCRIPTION

POSITION: Program Data Administrator

REPORTS TO: Chief Operations Officer

WORK WEEK: 40 Hours per week (Mon. - Fri., 8:30 AM - 5:30 PM; occasional evening and weekend functions)

STATUS: Exempt

POSITION SUMMARY:

Design and implement the eTapestry and Efforts to Outcome (ETO) software systems to manage the entry, maintenance and reporting aspects of The Center's databases and their content for donor management, fund development, program evaluation, and grant administration.

AGENCY DESCRIPTION:

The Center for Violence-Free Relationships is dedicated to building healthy relationships, families, and communities free from sexual assault and domestic violence through education, advocacy and services in western El Dorado County.

RESPONSIBILITIES:

Develop and maintain program management systems and protocols to facilitate compliance with grants and contracts.

1. Efforts to Outcome (ETO) software management:

- a. Develop software and processes to manage services and outcomes related to all programs.
- b. Provide ongoing maintenance of ETO and data quality audits.
- c. Run and complete required reports for grants management, billing, board reports and program information.
- d. Assist with establishment and maintenance of an ETO Enterprise.

2. eTapestry software management:

- a. Manage donor records and gifts, including receipting and thanking for donations.
- b. Develop software system to evolve and support fund development.
- c. Establish eTapestry procedures. Train and assist all new users.
- d. Provide required reports for fund development, event planning, volunteer tracking and financial purposes.
- e. Ensure compliance with Federal standards.

3. Program Administration Support

- a. Assist in the development and maintenance of program materials.
- b. Provides clerical and administrative support in a collaborative setting to ensure efficient, accurate and timely completion of assigned duties.

4. Other duties - as assigned

QUALIFICATIONS:

1. Minimum of two years' experience working in a social service organization or program, preferred.
2. Minimum of two years data management experience.
3. Knowledge of the concepts of performance management, theory of change, and social value nonprofits.
4. Knowledge of crisis intervention theory and techniques.
5. Leadership skills, listening skills, excellent communications skills.
6. Ability to manage multiple priorities simultaneously.
7. Ability to type efficiently and work effectively in Microsoft Office including Excel, Word, and Outlook.
8. Basic knowledge of SQL database structure and the ability to become a Certified Efforts to Outcomes (ETO) Administrator.
9. Working knowledge of Windows Operating systems, PC hardware, and office networking systems.
10. Possession of a valid California driver's license, reliable automobile, current auto insurance, and a clean driving record in order to transport clients on an emergency basis.
11. Ability to obtain and maintain domestic violence and sexual assault certified training certificate.

PHYSICAL JOB REQUIREMENTS:

During working hours, employee must have the ability to:

1. Attend functions in evenings and on weekends when necessary.
2. Sit for 75% of their working hours.
3. Lift objects to 25 pounds from floor to shoulder level and carry for brief periods.
4. Bend and stoop while filing.
5. Twist and reach while at a desk or computer terminal.
6. Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.
7. Hear and speak well enough to converse over the phone or in person at all times.
8. Legally and physically able to drive their own and/or agency vehicles during and after work hours.

Accommodations may be made for some of above requirements. It is employee's responsibility to make their supervisor or other management personnel aware of any special needs that they may have.

The Center for Violence-Free Relationships is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. Survivors or domestic violence and/or sexual assault are encouraged to apply.

If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The Center is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

TO APPLY:

Reply via email. Please send cover letter and resume to Emma at emmao@TheCenterNow.org by 5:00 pm on Tuesday April 16, 2019.