



New Life Centers Data Manager



Updated April 2018

New Life Centers provides intensive, community-based mentoring programs for youth ages 12 to 24 in the Little Village and Humboldt Park neighborhoods of Chicago. There are two target demographics of programs: gang-involved youth on probation, and at-risk youth referred through local schools and community agencies. Serving these two populations allows NLC to holistically engage both violence prevention and intervention in response to identified community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peace-makers. Our holistic program model enables us to fulfill our mission: to provide mentoring and advocacy to guide youth toward a new life and a new direction.

Position Summary:

The Data Manager will work Full-Time 40 hours per week, exempt, under the direct supervision of the Director of Program Operations. This person will perform key data management tasks to coordinate collection of data systems, strategically communicate input and outputs through reports and narratives, analyze NLC data to improve the quality of service provided to youth and oversee the NLC data team.

Roles & Responsibilities

- Manage accuracy of data entry, oversight, and timely reporting
- Develop accurate outcome reports as requested
- Be responsible for coordination and organization of data system training for staff, interns, and volunteers
- Maintain accurate and up to date rosters and files; communicate updates with directors as needed
- Attend weekly, quarterly, and all-staff meetings as required
- Update electronic youth incentive system as requested
- Assist in identifying and implementing best practices of data metrics, collection and analysis
- Integrate data with current research related to juvenile justice, mentoring, restorative justice, at-risk youth and NLC goals
- Interface with research institutes, juvenile justice system partners, and other collaborations to facilitate meaningful data analysis in correlation to positive youth development outcomes

Qualifications:

- A Min. 1 year of experience with data systems and analysis
- Completed relevant coursework/field of study (sociology, psychology, criminology; B.A. Social Work preferred)
- Cross-cultural competence
- Ability to effectively work independently, problem-solve, multi-task, and take initiative
- High organization and detail oriented skill ability
- Flexibility and willingness to take on various tasks
- Knowledge of Microsoft Office suite and other database software
- Must keep confidentiality of records and participant information
- Ability to cooperate in and contribute to program goal-planning
- Ability to create, manage and interpret reports, spreadsheets, and other data collection
- Ability to establish and maintain effective working relationships with others
- Ability to communicate effectively both written and verbally
- Ability to manage multiple and rapidly changing priorities
- Bilingual in Spanish/English preferred but not necessary
- Produce timely reports, documents and correspondence regarding activities and progress
- Collaborate with Intake Management Team members to strategically match youth and mentors ensuring appropriate match
- Effectively communicate pro-actively with team members to assure complete and accurate data
- Collection and follow-up on assessments and case-file paperwork

Required Qualifications:

- **Must become a Mandated Reporter**
- **Must pass a background check**
- Minimum one-year experience working in the human services field in a capacity that involves data administration/management
- Proficient in Microsoft Word and Excel

How to Apply:

Please submit the following materials to Irene Vazquez, Director of Central Services, at Irenev@newlifechicago.org:

- Cover letter indicating your experience and interest in the position
- Resume
- List of two to three references with contact information (Minimum of 1 Professional and 1 Personal, Email and Phone number included)

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include, "NLC Data Manager" in the subject line of your email.

New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.