



New Life Centers Data Administrator

Updated Nov2020

New Life Centers provides intensive, community-based mentoring programs for youth ages 12 to 24 in the Little Village, Humboldt Park, Pilsen, and Brighton Park neighborhoods of Chicago. The target demographics of programs are; gang-involved youth, youth involved in the juvenile justice system, and at-risk youth referred through local schools and community agencies. Serving these 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 peacemakers. 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 Administrator will work with the NLC Data team under the direct supervision of the Data Manager. The Data Administrator will work 40 hours per week (full-time, non-exempt), and is responsible for performing key administrative tasks to support effectiveness of programming and improve the quality of service provided to youth and families by our team. The Data Administrator demonstrates a commitment to teamwork and excellence as well as the mission of New Life Centers of Chicagoland.

Job Responsibilities:

- Collaborate with Intake Management Team members to strategically match/exit youth and Outreach mentors ensuring appropriate matching and ensure ongoing monitoring of relationships. Inform, collect and follow-up with Data Manager and team for assessments and other casefile paperwork as well as missing data necessary for casefiles
- Enter data from attendance sheets on a daily/weekly basis for all programming, events, and trainings.
- Maintain and stock all appropriate sign-in sheets and paperwork.
- Monthly entry of programming and mentoring hours to support surveys.
- Monthly entry of data on mentoring contacts and other information in support of required documents.
- Enter grade information on mentored youth.
- Enter new youth into Grant Roster List and database.
- Administer, enter, and report assessment and survey information into appropriate databases as needed.
- Enter all other required data into database.
- Assist in reporting and analyzing data.
- Assist Data Manager with other required tasks.

Other Duties as Assigned

- Attend assigned weekly and quarterly staff meetings.
- Attend required trainings as necessary.
- Must be comfortable and willing to perform home visits and interviews/sessions with participants as needed to collect data.

Required Qualifications:

- Must become a Mandated Reporter.
- Must pass a background check, no pending criminal cases.
- One-year experience working in the human services field in a capacity that involves direct services to at-risk youth.
- Minimum 1-year experience with data entry or data analysis.

- Cross-cultural competency.
- Proficient in Microsoft Word and Excel.
- Must be willing to be trained, and proficiently utilize database(s) and information tracking systems relevant to duties.
- Must keep confidentiality of records and participant information.
- Ability to cooperate in and contribute to program goal attainment.
- Ability to create, manage and interpret reports, spreadsheets, and other data collection as needed.
- 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.
- 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.
- Ability and desire of a minimum 1-year commitment.

Desired Qualifications:

- Bilingual in Spanish/English highly preferred
- Knowledge and experience in the Little Village, Brighton Park, Pilsen, Humboldt Park communities.

How to Apply:

Please submit the following materials to Victoria App at VictoriaA@newlifecenters.org:

- Cover letter indicating your experience and interest in the position
- Resume
- List of three references with contact information (minimum 2 professional, email and phone included)
- Please submit your application materials as MS Word or PDF attachments.
- Include all attachments in a single email.
- Please include, "Data Administrator" in the subject line of your email.
- Please include the name of any current employee referring you to the position in the subject line.

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.