

## **Center for Child Protection Job Description**

**Job Title: Community Data Coordinator**

**Supervisor: Associate Director of Community Data & Strategy**

**Job Summary:**

The Community Data Coordinator plays a vital role in leveraging data to provide actionable insights to multiple departments, aiming to help guide data-driven strategic decisions to increase community engagement with the Center for Child Protection. This position is responsible for supporting CRM database administration, data analysis and reporting, and contributing to data tracking and strategic implementation for all community engagement data. This position will work closely with other members of the Community Data & Strategy Team and other community facing departments.

**Minimum Qualifications:**

- Bachelor's degree or equivalent work experience
- Experience with Virtuous or other CRM software preferred
- Strong working knowledge of Microsoft Office Suite
- Excellent organizational skills and attention to detail
- Strong written and oral communication skills
- Exceptional time management and ability to prioritize tasks
- Ability to problem-solve and work independently and as part of a team
- Ability to work effectively with multiple stakeholders (colleagues, donors and volunteers)

**Job Tasks:**

1. Maintains and updates contact records in the Virtuous CRM Database, ensuring accuracy and data integrity
2. Manages database logistics for various programs and establishes efficient workflows and processes within the database
3. Ensures data integrity through regular audits, clean-up activities, and ongoing data maintenance projects
4. Monitors other staff usage of database to ensure data quality and consistency
5. Generates timely reports to track and analyze metrics on donor outreach and community engagement strategies, aiding in data-driven strategic planning
6. Delivers and communicates actionable insights to other departments

7. Works closely with other community facing departments to coordinate communication efforts, including mailings, email, phone calls and gift deliveries
8. Develops documentation of database protocols for training staff
9. Provides training and support to staff on database usage and best practices
10. Follows Center policies and procedures at all times
11. Maintains a comprehensive knowledge of the mission, core values and vision of the organization and the children's advocacy center model
12. Provides program coverage for forensic, therapy and medical cases, as needed
13. Performs other duties as assigned

**FLSA**

Non-Exempt

**Physical Requirements:**

Reaching	Occasionally
Handling	Occasionally
Talking	Frequently
Hearing	Frequently
Near Acuity	Frequently
Vision Accommodation	Occasionally
Color Vision	Occasionally
Field of Vision	Occasionally

**Strength:**

Light Work - Lift up to 20 pounds occasionally.

**Environmental Conditions:**

Noise: 3 Moderate

**Work Situations:**

- Direct/Control/Plan
- Influencing People
- Dealing with People
- Making Judgments/Decisions

## **Equal Opportunity Employer**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as required by their supervisor.

CACTX designates Children's Advocacy Centers as an essential employer.