

NMCA DATA SPECIALIST

JOB DESCRIPTION

JOB INFORMATION

Job Title	NMCA Data Specialist
LOCATION	Office <input checked="" type="checkbox"/> Remote <input type="checkbox"/> Reports to: Statewide Director of Forensic Services, NM Coalition of Sexual Assault Programs

JOB SUMMARY

Summary: Functions as the data collector and specialist to support NM Children's Advocacy Centers in their implementation of NCATrak and other data collection tools; supports key data entry staff at CACs in their data entry, understanding and practices regarding CAC data; assists as needed with programs in meeting NCA Accreditation standards; and provides training.

DUTIES AND RESPONSIBILITIES *This is not exhaustive and may be supplemented as necessary*

- Support Children's Advocacy Centers in continuous quality improvement utilizing the National Children's Alliance NCATrak, Outcome Measurement System (OMS), and other data tools working towards state and national accreditation/reaccreditation standards.
- Provide technical expertise, guidance, and support to database users, responding to service requests for information, data entry support, and data reporting management.
- Generate and distribute regular reports for the New Mexico State Children's Alliance and funders.
- Participate in conversations with NMCA staff, member CACs, and key stakeholders to determine appropriate metrics and benchmarks for organizational success.
- Cultivate and maintain summaries of all relevant program measurement data that is up-to-date and easily accessed by the NMCSAP and NMCA staff and CAC members.
- Work with software system developers to problem solve data collection solutions for the statewide NCATrak system and onboard centers onto this system by communicating the benefits of this program.
- Work with NMCA staff to support coordination with the National Children's Alliance on improvements or edits to the Outcome Measurement System and other data tools.
- Help to design transparent, standardized, and easily accessible systems for capturing, integrating and distributing measurement data across the organization.
- Compile and share aggregate data and report.
- Maintain and improve data collection systems and infrastructure for the Chapter and its member Children's Advocacy Centers.
- Ensure data quality, consistency, and security in compliance with relevant laws and ethical standards.
- Work directly with CACs and NMCA staff to provide initial and ongoing training and technical assistance ensuring data is properly and consistently captured in NMCA's case tracking and client satisfaction systems.
- Develop tools and templates for improved data practices.
- With NMCA and NMCSAP staff, review data collected from member statistical information and develop reports that will communicate areas of challenges and strengths to improve services.

- Monitor CAC participation and usage of NCATrak, Outcome Measurement System (OMS), and other data tools, ensuring standardized usage/completion, providing training on OMS, and staying current on new system developments.
- Gather statistical data and program information to monitor program outcomes and prepare any required monthly, quarterly and annual reports for management, outside stakeholders, and grantors.

MINIMUM EDUCATION AND QUALIFICATION REQUIREMENTS

- Strong self-motivation, critical thinking skills, and capacity to prioritize multiple projects
- Strong interpersonal, conflict-resolution, and leadership skills
- Current Valid NM Driver's License and vehicle insurance and registration
- Ability to work flexible hours, including occasional evenings and weekends
- Computer proficiency (Microsoft Word, Excel, Power Point, etc.)
- Assurances: Maintain confidentiality and no conflict of interest
- Ability to meet local, state, and federal criminal background checks (if required by funders)
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SALARY/BENEFITS

- Salary commensurate with education and experience. (Range: \$55,000 - \$59,000)
- Full-Time (30 – 40 hours per week)
- Health Insurance - 100% paid by employer (+ employee payments for higher level of insurance)
- Flexible work hours and location. This position offers a flexible remote work environment; however, the candidate must be located within a reasonable distance from our office to attend on-site meetings, collaborate with the team, or participate in special events as needed.

Required/Preferred Qualifications:

- Experience in non-profit data collection, administration, or related field. Minimum of 5 years' experience preferred. Experience in data collection and data systems management, teamwork and training, technical assistance, and report writing preferred. Experience with NCATrak is strongly preferred as well as experience working with child/victim/survivor safety professionals.

To Apply

- Send resume, letter of interest and three professional references to theresaa@nmcsap.org No phone calls, please. Questions about the position, start dates, etc. will be accepted at this address.

NMCSAP is an Equal Opportunity Employer. To apply send resume, letter of interest and three professional references to [Theresaa@nmcsap.org](mailto:theresaa@nmcsap.org). No phone calls, please. Questions about the position, start dates, etc. will be accepted at this address.

"Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. NMCSAP is committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described. We are an equal opportunity employer, and we strongly encourage people of color to apply for open positions".