



JOB POSTING – Data Coordinator

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION DESCRIPTION:

The Coalition for Humane Immigrant Rights (CHIRLA) is looking for a Data Coordinator to work as part of a team of analysts that provide support to the entire organization with a focus on servicing thing departments, and requires interdepartmental collaboration. The Data Coordinator serves as a designated expert for meeting reporting requirements for legal contracts and grants and ensures that the data environment in the legal services department is optimized.

The candidate will receive training to complete the duties of the job, therefore the candidate must possess curiosity to learn and develop new processes and have technical acumen. The Data Coordinator is also responsible for providing information and/or producing reports from a variety of data platforms including Cerenade and Salesforce. We are seeking an individual who comfortable communicating with different audiences and that can help support data literacy training among staff. Under the leadership of the Data & Evaluation Manager, the Data Coordinator will further the development of innovative data practices and processes through an inclusion lens.

DUTIES AND RESPONSIBILITIES:

- Track progress towards contract deliverables with weekly reporting to ensure compliance and timely completion of targets.
- Validate legal client's information in Cerenade and support data entry as needed (i.e., demographics, case information and notes, and other required information)
- Co-administer different software platforms to meet the data needs of end users across all the organization including Cerenade, Salesforce and Form Assembly.
- Complete periodic data quality audits to monitor all incoming data for errors and omission of required data.
- Produce reports according to the calendar of submission and reporting deadlines jointly with the Data Manager and Legal Directors.
- Work with members of the organization and leadership staff to gather necessary information for reporting and support them to follow data protocols.
- Ensure data collection meets requirements set forth for each contract.
- Provides rapid response to data and research inquiries from fellow staff related to legal services offered by CHIRLA to meet media inquiries, presentations or grant reports.
- Assist with the digitalization of legal files.
- Maintain and organize all contract reports, audits and survey documentation on Sharepoint.
- Support staff to ensure that their teams' data is clean, secured and updated.





- Coordinate data collection activities with staff and legal clients (i.e., legal intake structure and categorization of data to ensure security and privacy).
- Assist in creating and facilitating ongoing training for legal services staff on proper data collection methods, monitors compliance and provides updates to directors and program leads.
- Attend legal department meetings periodically to discuss any current issues related to data collection, updates to data protocols or reporting.
- Develops and maintains new data management and evaluation skills through seminars, workshops, or other forms of training/education.
- Supports the Data and Evaluation Manager in the production of detailed and precise documentation of organizational processes and protocols.
- Other duties and special projects as assigned

SKILLS AND QUALIFICATION:

Required

- Two-year experience in related position or work towards a four-year college degree with course work that includes data management, research or legal services coursework.
- A keen interest in learning new systems or ways of doing things. Curiosity.
- Must maintain flexibility in completing tasks including technical writing ability.
- Preference will be given to candidates who are familiar with Cerenade (Eimmigration), Salesforce, Tableau or SQL.
- Must have intermediate knowledge of computer programs in Windows, including Word and Excel (VLOOKUP, AND/OR statements).
- Good listening skills to collect precise requirements, and creativity to design innovative solutions.
- Dependable work ethic, and ability to bring projects to the finish line and work independently and as part of team.
- Interpersonal communication awareness, including ability to interact with a wide range of stakeholders, including senior management, programs staff, clients or members.

Preferred:

Desired Traits or Characteristic

- Demonstrated success working and communicating effectively in a multi-cultural environment.
- Self-starter with excellent problem-solving skills combined with the proven ability to multi-task, prioritize duties, and manage time effectively.
- Attention to detail and accuracy in work product.
- Fluent in English, Pashto, and Dari, spoken and written.
- Proficient in Microsoft Office applications (Word, Excel, Outlook); ability to use the internet and other digital tools for data entry, research, and problem-solving purposes.
- Knowledge of healthcare insurances in the area.
- Demonstrates proficient time management.
- Valid driver's license and access to a personal, insured vehicle.
- Self-starter- able to take on tasks with minimal supervision.
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds
- Excellent verbal, analytical, writing, and organization skills





- Proficient knowledge of Microsoft 365- Internet required.
- Willingness to work flexible hours; evenings and weekends required.
- A commitment to social justice, and experience working with and in diverse low-income communities and communities of color.
- Ability to work as part of a team and on multiple projects.
- Access to a car, valid driver's license and insurance, and ability to travel within the metropolitan area and sometimes out of state.
- Ability to have positive working relationship with CHIRLA staff, members and allies.
- Highly organized and detail-oriented, with the ability to manage deadlines and multiple tasks effectively and efficiently.
- Support CHIRLA's fundraising goals including Annual Gala, Membership Drive and Women Leading Change activities.

JOB TITLE: Data Coordinator

Salary & Benefits: \$64,896. CHIRLA also offers an excellent benefits package, which includes annual paid vacation; additional paid holiday leave in December; employer contribution to retirement account after three-month of employment; health, dental, vision and life insurance plans

FLSA Classification: Exempt/Salary, full-time

Classification: CHIRLA recognizes a staff bargaining unit affiliated with AFSCME District Council 36. This position is **not** included in CHIRLA's bargaining unit and covered under the terms of the collective bargaining agreement

COVID-19 Requirements: CHIRLA requires all new employees to be fully vaccinated against COVID-19 or submit weekly negative test results

REPORTS TO: Data & Evaluation Manager, Data Analytics and Programs

CLOSING DATE OF THIS POSITION: Position will remain open until filled

LOCATION: Los Angeles, Headquarters

CHIRLA is an equal opportunity employer and makes employment decisions on the basis of merit and administers all terms and conditions of employment, including recruitment, appointment, promotion, compensation, benefits, transfers, training and educational opportunities without regard to pregnancy, childbirth or related medical conditions, genetic information as defined by the Genetic Information Nondiscrimination Act, race, religion or religious creed, color, gender, gender identity or expression, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age (40 or older), sexual orientation, HIV/AIDS status, pregnancy or pregnancy-related disability, military or veteran status or any other basis protected by federal, state or local law or ordinance or regulation. **All such discrimination is unlawful.** It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

To apply, send resume and cover letter to; jobs@chirla.org
Subject Line should read: **Data Coordinator**

