

Program Data & Grants Coordinator

ABOUT ASIAN FAMILY SUPPORT SERVICES OF AUSTIN (AFSSA)

AFSSA is a non-profit organization located in Austin, Texas with a staff of thirty-seven professionals who are passionate about breaking the cycle of violence in Asian and immigrant communities. Through education, advocacy, and self-advocacy, we empower Asian survivors of sexual violence, domestic violence, and human trafficking by improving their access to services, and increasing the community's awareness of the various forms of gender-based violence and oppression.

AFSSA supports our dedicated team of professionals by providing medical, dental, and vision insurance at no cost to our employees. AFSSA demonstrates a level of care for our employees that includes competitive compensation, generous PTO, and comprehensive benefits. Time-off includes up to: 192 hours of paid time off; 40 hours of Floating Holidays; 48 hours of Official Holidays; and Comp time. AFSSA also offers a 401k retirement program with an employer match.

Guided by our core values of Prevention, Advocacy, Responsiveness, and Transformation, AFSSA provides high quality, client-centered, and strength-based survivor and community services in Central Texas.

POSITION SUMMARY

The Program Data & Grants Coordinator is responsible for developing and maintaining agency-wide data collection practices, providing prescriptive and descriptive data analyses, and compiling agency data to inform daily operations and ensure compliance with data reporting to our various fund sources. The coordinator provides feedback on what data should be collected by the agency across all departments and will make recommendations about operations procedures and protocols that support compliance, improve service quality, and align with community education and outreach efforts. The coordinator trains staff, interns, and volunteers on the use of agency databases and uses project management tools to ensure grant deliverables and compliance. The coordinator will be responsible for researching, collecting, and compiling statewide or national data as needed to inform agency services and policy advocacy. The coordinator will also pull reports regularly to ensure data quality, conducting a monthly database close for data validity. This position requires operating with a high degree of latitude for independent judgment and initiative within agency strategic goals, policies, and funder requirements. This position will directly report to the Director of Operations.

ESSENTIAL JOB FUNCTIONS:

- Maintain storage and management of all data from both internal and external sources; develop high competency with agency databases and data collection methods
- Run quality checks to clean data and ensure all agency data is up-to-date and accurate
- Prepare and analyze weekly, monthly, quarterly data reports and generate observations, findings, conclusions, and recommendations
- Serve as staff point of contact for agency grant goals, metrics, and data definitions
- Produce compelling, accurate, and clear data visualizations for internal and external use
- Train staff, volunteers, and interns on data collection protocols, practices and usage of internal databases
- Meet deadlines and assist Leadership Team with data entry, audits, reporting, compliance, maintaining agency performance statistics and program planning documents
- Support Director of Operations with preparation of board, stakeholder, and funder reports
- Support Community Education and Prevention teams as needed to share internal data with external audiences such as local organizations, coalitions, or policymakers
- Aid all teams in understanding and applying multiple data points to meaningful, actionable information
- Follow up with staff as needed to obtain data and maintain data reporting protocols
- Provide support and technical assistance to partner service agencies with inquiries or collaborations involving reporting, analyzing, or sharing data
- Provide regular audits of program evaluations and analysis of the agency's data practices
- Participate in organizational development efforts to scale our data collection, evaluation, and dissemination
- Attend various agency and stakeholder meetings as required
- Adhere to all agency, state and federal policies and regulations, model agency values
- Develop and update data collection tools, staff training resources, and written manual for data and analysis operations

- Perform other duties as assigned by the Director of Operations

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Bachelor's degree in Public Health, Public Policy, Data Science, Analytics, Data Management, Information Technology or other related field; two years' experience working with data in fields of social justice, gender-based violence, criminal justice, public policy, public health; OR equivalent combination of education and experience
- Highly organized and self-motivated, deadline oriented with attention to detail
- Database experience required; experience with Vela or Salesforce a plus
- Strategic, analytical mindset with high level communication and problem-solving skills
- Comfortable working in a fast-paced environment with multiple teams and priorities
- Experience working with multiple fund sources, including federal grants
- Ability to decipher, organize, and create narratives for abstract data
- Experience in project management
- Demonstrated ability to use various tools for creating and customizing user-friendly analyses
- Knowledge of Asian cultures, respect for all cultures, and ability to interact with diverse groups
- Strong familiarity with one or more Asian languages is preferred
- Knowledge and proficiency in the use of computers, internet searches, smartphone devices and other software packages
- Must submit to and successfully complete a background investigation and pass an E-Verify check.
- Ability to maintain effective relationships with staff, volunteers, community, and national partners
- Ability to plan and organize work in an effective and timely manner
- Ability to maintain flexible schedule in accordance with program needs
- Preference for fluency in an Asian language

SPECIFICATIONS:

- **FLSA Status:** Full-Time Exempt
- **Salary Range:** \$55,000
- **Benefits:** 100% employer paid medical, dental, and vision insurance. 401k program (up to 3% employer match). Generous Paid Time-Off (PTO, accrued semi-monthly @ 8 hrs. per pay period), five (5) Floating Holidays, six (6) Official Holidays, and Comp time.
- **Hours:** Minimum 40 hours per week. Must be available to work evenings and weekends. During peak periods, additional hours may be required.
- **Required:** Valid U.S. work permit
- **Note:** This position is subject to grant funding

AFSSA is an equal opportunity employer and does not discriminate on the basis of age, sex, race, language, ethnicity, religion, national origin, gender, gender expression, gender identity, marital status, sexual orientation, or status as a veteran with a disability.