Survivors of Torture, International (SURVIVORS)

Part-time Data and Evaluation Associate Job Posting

Reports to: Grants Manager   Location: San Diego, CA
Effective Date: December 2018   FLSA Status: Non-exempt, Part-time

General Purpose of the Job: Supports evaluation components of agency programs and serves as lead administrator for the Efforts to Outcomes (ETO) database.

Essential Duties and Responsibilities: (The examples of functions are not necessarily exhaustive. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.)

- Build out, maintain and update database system
- Develop and implement quality control practices including regular audits for quality and timeliness of data
- Set up queries and create custom reports for grants manager and funders
- Work closely with clinical and administrative staff to ensure timely, high-quality data entry aligns with funder-mandated and other reporting needs
- Train and support staff in identifying and properly using metrics for data tracking requirements and program evaluations
- Strive to make users' interactions with ETO as smooth and logical as possible, such as creating a data quality standards manual and/or informative materials to support ETO users
- Collaborate with Medical Case Manager for quality assurances of data
- Lead monthly all-staff deliverables meeting with clear reports and, as needed, tables and charts
- Provide senior staff with feedback and suggestions for progressively enhancing the quality of data collection and program effectiveness
- Facilitate quarterly patient advisory group process and reporting to senior staff
- Adhere to HIPAA and other privacy and security safeguards
- Participate in National Consortium of Torture Treatment Programs' Research and Data Committee calls and related activities
- Adhere to ethical standards as outlined in agency and IRB protocols
- Assist in developing grant applications/proposals
- Perform other duties as assigned

Minimum Qualifications:
- Strong commitment to the mission of Survivors of Torture, International
- Bachelor's degree required, preferably in psychology, sociology, statistics, economics, informatics or a related field
- Minimum of 2 to 3 years of applied experience in database management
- Experience with ETO a plus; other data management systems valued
- Ability to prioritize and manage time effectively (including ability to meet deadlines)
- Ability to present complex information in an accurate, understandable and compelling manner for various audiences, especially non-technical colleagues
- Strong verbal, written and interpersonal communications skills
- Accuracy, attention to detail and organizational skills a must
- Comfort working independently and collaboratively
- Experience working with grant-funded programs, especially government-funded programs, strongly preferred

Compensation: Competitive salary and benefits offered.

Application Procedures: To be considered for this position, please send a detailed cover letter, resume and salary requirements as a Word document or PDF file to confidential email: survivors@notorture.org. No phone calls please.