

Data Specialist

Parent/Professional Advocacy League is a small but impactful nonprofit working to make things better for children with mental health needs and their families. Based in Boston and Worcester, our team works with families across the state who need help navigating services in behavioral health, juvenile justice and education. Our work depends on people who are committed, caring and self-motivated and can be both a self-starter and a great team member.

The Data Specialist is a part time position based in the Boston office and is responsible for entering data, helping to analyze survey and database results, creating reports from data from families and helping staff increase their data literacy. Ability to assist in creating a semi-annual data points newsletter a plus.

Responsibilities

- Enter data into surveymonkey and other software and help with analysis
- Coordinate process for data entry from multiple individuals and multiple offices
- Create regular reports from database information for private, state and federal funders
- Help analyze data gathered from multiple sources to provide comprehensive picture of PPAL programming and research
- Conduct training for PPAL staff, as needed

Qualifications

- Minimum 1 year experience in data entry
- Ability to navigate multiple systems
- Excellent organizational skills
- Strong attention to detail and agreed upon deadlines
- Access to transportation and valid driver's license

This is part-time position of 15-20 hours a week and amount of hours may vary week to week. Salary range is \$16-18/hour

Must have a strong desire to support PPAL's mission of improving the mental health and wellbeing of children and families.