

Data Systems Manager Position

Building Futures is a growing community-based organization with an energetic, experienced and committed staff. Our pre-apprenticeship program works with Rhode Island's urban residents to help prepare them for careers in the construction industry through registered apprenticeship programs. In conjunction with the program, we collect, analyze and monitor performance data for multiple entities as well as for our own program. As a recipient of an ARRA funded Energy Training Partnership Grant, we are expanding our data systems capacity and are looking for an experienced technician to assist in that effort.

Data Systems Manager

This position will work with the Building Futures Operations Director to coordinate a variety of data monitoring, collection and analysis, including multiple grant reporting requirements via electronic data base applications. The position requires both sophisticated computer skills as well as communication and people skills. The job duties include but are not limited to the following:

- Coordinate the reporting of data from multiple project partners including cleaning and organizing data files.
- Provide training and technical assistance to partner agency staff responsible for reporting data to Building Futures.
- Conduct any necessary follow-up to ensure accuracy and timeliness of partner reports.
- Assist with the design of any reporting templates and written instructions for users of the electronic and online reporting systems.
- Work with Building Futures staff and the online data system design consultant to finalize and test the functionality of the new system.
- Generate monthly aggregate data reports as required by grants and directed by Building Futures staff.
- Learn the current agency access database system; assist with the transition to the new online reporting system.
- Provide general data support and analysis to Building Futures staff.

Qualifications: Candidates are required to have a BA/BS and must possess excellent technical skills. They must have excellent writing, oral communication and interpersonal skills and ability to interact with a variety of partners. They must be exceptionally organized and detail oriented; have the ability to prioritize a variety of tasks and to perform work on short deadlines. Prior experience working with data bases and relevant software is essential.

This is a full-time grant funded position with benefits.

Cover letter and resume are required; please send your responses to cpizarro@provplan.org by Friday, February 12, 2010. Please specify 'Data Systems Manager' in the subject line.