



JOB DESCRIPTION

Job Title: Data and Administrative Assistant

Reports to: Executive Director/Program Manager Dept: Clinic in the Park
FLSA Classification: Non-exempt PT (10-15 hrs/week) Entity: Fiscal Sponsorship
Supervises Others: No

SUMMARY:

Under the supervision of the Program Manager, the Data and Administrative Assistant will be responsible for the timely and accurate collection and coordination of data submission of Family Health Expos, as well as providing administrative support. The ideal candidate will be computer savvy with a keen eye for detail. The Data and Administrative Assistant will assist with data analyses for some research projects, as well as support with drafting of abstracts, manuscripts and presentations. The team member will assist with logistics of program activities. Responsibilities include, coding of surveys, data entry and analysis, production of data reports, posters and presentations, attending meetings, assisting with logistics of program activities, and grants as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Communicates effectively and courteously with all contacts—internal and external.
- Works well with a diverse team of people.
- Meets all requirements for confidentiality and for the management of corporate, finance and personnel information including distribution controls, secure filing and disposal, and records retention and storage.
- Organization; time management; and follow-through; flexibility to make adjustments as needed
- Attends & participate in monthly staff meetings; effective use of content & tools provided
- Maintains current knowledge of and complies with organizational and department policies and procedures.
- Meets all applicable safety requirements for the position and work environment including prompt injury reporting.
- Organizes workload throughout the day to meet project timelines and deadlines. Minimizes time spent on personal calls and matters. Meets attendance and punctuality requirements; reports time and attendance accurately.
- Supports the vision and goals of Clinic in the Park and OneOC.

ADMINISTRATION:

- Basic administrative tasks such as filing, copying, and scanning documents.
- Assists with program activities and events as needed.
- Proactively continues to build on processing knowledge and skills.
- Prepares data and materials needed for monthly Family Health Expos Outcome Reports, Mid-Year and Yearly Reports, and collaborator and abstract presentations
- Assists with organizing projects and tasks.

DATA MANAGEMENT:

- Collects and analyzes data for monthly Family Health Expos. Provides reports after each Family Health Expo.

- Oversees data stewards for Bike Helmet, Booster Seats, Needs Assessment, Key Services and others as needed.
- Assists in maintaining on-going databases, (e.g. in-kind goods, collaborators, volunteers, and all other data points.)
- Produces data reports, posters and presentations as needed.
- Assists with evaluation of program activities.
- Assists with data analyses for a number of ongoing research projects, as well as support with drafting of manuscripts and presentations.
- Performs data management, cleaning, and analyses
- Enters and maintains all quantitative and qualitative data into systems.
- Verifies data for completeness and accuracy.
- Communicates with and/or respond to inquiries and requests.

ADDITIONAL RESPONSIBILITIES:

- Office related assignments and other duties as assigned

EDUCATION AND/OR EXPERIENCE:

- 1 + years experience preferred.
- Knowledge of computer software, including Microsoft Word, Excel, SPSS and Outlook.
- Strong data entry aptitude.
- Strong written and verbal communication.
- Ability to be highly organized and detail oriented.
- Organizational and time management skills.
- Ability to learn new concepts quickly and adapt to changing environment.
- Good communication skills (reading, writing, speaking, listening and understanding) including active listening skills to accomplish the tasks assigned.
- Ability to accept feedback and apply it to work task improvement.
- Familiarity with diverse racial and ethnic backgrounds with regards to health and cultural needs preferred.

COMPUTER & EQUIPMENT SKILLS:

- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Uses Microsoft Office Word, Excel, and PowerPoint as well as Internet and email programs proficiently.
- Familiarity with statistics (an introductory course recommended), data analysis, and SPSS.
- Uses typical office equipment (i.e., ten-key by touch).

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely. Color vision required
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone
- Lifts up to 10 pounds regularly and 25 pounds occasionally
- Able to work in outside environment and in inclement weather, heat or cold with appropriate provisions

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form
- Able to set goals based on the available information and to plan work in order to meet deadlines. Able to project likely future occurrences based on current or historic data
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution
- Able to formulate appropriate responses to requests for services and information from internal or external customers
- Able to understand, comply and implement established processes, practices and systems.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone
- Uses excellent math skills to complete detailed quantitative work; checks for work errors and ensures work is corrected to a highly accurate final version

OTHER JOB REQUIREMENTS:

- Organizes workload throughout day to meet project timelines and deadlines
- Maintains professional behavior, dress and appearance at all times
- Attends meetings and trainings as requested
- Assists with other duties as assigned on a regular or occasional basis
- Drives personal car on work errands and for other purposes; maintains driving record and personal car insurance in accordance with organization's policies and provides related records periodically

Please send resumes to

hr@oneoc.org

OneOC is an equal opportunity employer