



Job Description

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Hub Database & Intake Manager
Department: Youth Services
Reports to: Hub Program Director
Hours: Full-Time (35 hours/week)
FLSA: Non-Exempt

Position Summary:

The Hub Database & Intake Manager will be responsible for providing overall database management including designing and implementing a database for reporting purposes inputting data, producing reports, tracking program metrics and presenting data reports to stakeholders.

Responsibilities:

- Participate in the design of the Hub database.
- Implement a database collections system for reporting purposes.
- Create and enforce policies for effective intake and data management.
- Conduct trainings as needed for Hub program staff and identified partner liaisons to ensure competency and privacy on using database.
- Formulate best practices and effective techniques for quality intake and data collection.
- Assist in the establishment of policies and procedures for data sharing with Partner providers.
- Perform data entry related to performance measurements and evaluation.
- Act as primary liaison for referrals.
- Facilitate data and metric reports for internal and external meetings as required.
- Organize information related to case plans and referrals.
- Attend team meetings for program updates, progress and Hub / agency related matters.
- Attend Monthly Partner Provider meetings as needed.
- Additional duties as assigned by Hub Program Director, Hub Assistant Director, Assistant Director of Youth Services and Director of Youth Services.

Qualifications:

- Required: At least a Bachelor's Degree in a related field and 2-3 years of direct experience managing a database.
- Good interpersonal skills and the ability to interact with and engage with partner providers, participant and families.
- Demonstrate an analytical mindset with problem solving skills.
- Excellent understanding of data administration and management functions (collection, analysis, distribution etc).
- Proficient in MS Office and Google services (docs, sheets etc...)
- Salesforce experience is helpful

To Apply:

Please send cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references to: jobs@unionsettlement.org . Please indicate HUB Database & Intake Manager in subject of e-mail. Submissions without salary requirements will not be considered.

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