

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

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 Manager
Department: Youth Services
Reports to: Regional Hub Director
Hours: Temporary Part Time (25 hours per week)
FLSA: Non-Exempt
Temporary Position: July 5th, 2019 – October 18th, 2019

Position Summary:

The Hub Database Manager will be responsible for tracking program metrics and presenting data reports to stakeholders.

Responsibilities:

- Participate in evaluating and recommending revisions of the Hub database.
- Enroll and input all new intakes and referrals.
- Work with Regional Hub Director's to ensure proper data intake and management.
- Formulate best practices and effective techniques for quality intake and data collection.
- Perform and execute Quarterly reports provided by ISLG/DANY.
- 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.
- Must be able to understand what a youth/child needs are upon initial engagement and understand the potential needs of the youth and their families.
- Attend Monthly Partner Provider meetings as needed.
- Additional duties as assigned by Hub Program Director, Hub Assistant Director, Associate Director of Prevention/Intervention Programs for Youth and the Director of Youth Services.

Qualifications:

- Bachelor's Degree in a related field (preferred), or 2-3 years of direct experience managing a database.
- Good interpersonal skills and the ability to interact with and engage with Hub employees, 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 required.

To Apply:

Please send cover letter, resume, and three professional references to:

youthservicescareers@unionsettlement.org.

Please indicate Hub Database Manager in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER