**Company/Organization:**

Boys & Girls Clubs of Metro Los Angeles

Location:

Los Angeles

**Position Title:**

Data Outcomes Coordinator

**Job Summary:**

**Job Type:** Full Time plus benefits (35 hrs)

**Salary:** $16-$17 an hour

**OVERVIEW**

Boys & Girls Clubs of Metro Los Angeles (BGCMLA) was founded in 2015 to bring together Clubs in the south, central, and south east Los Angeles areas and in so doing enhance services to Los Angeles youth that ensure success is within their reach. Currently BGCMLA operates five clubs: Roy W. Roberts, II Watts / Willowbrook Boys & Girls Club, Boys & Girls Club of Nickerson Gardens, Jordan Downs Boys & Girls Club, Challengers Boys & Girls Club, and Bell Gardens Boys & Girls Club with more on the horizon.

Poverty affects close to half a million children in Los Angeles and has devastating effects on their education, workforce participation, earning potential, and social and emotional well-being. Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

The Data Outcomes Coordinator is responsible for data management, program evaluation, and reporting functions of all Club programs. The position oversees all aspects of managing the Vision Member Tracking System and other program tracking systems, including system troubleshooting and revisions, quality assurance and control, support membership clerks and provides training. The Data Outcome Coordinator also maintains accurate membership records and files, manages program fees, provides clerical support to Club staff, provides quality customer service. This role provides critical support for program evaluation and reporting functions by ensuring that the system is serving its purpose related to capturing and reporting data. Manages and Coordinates National Youth Outcomes Initiative, annual report, etc. Must be cooperative, friendly, and able to create a harmonious environment and maintain staff and club member confidentiality.

**MAJOR DUTIES AND RESPONSIBILITIES**:

Oversees the operation and management of the Clubhouse front desk
The Data Outcomes Coordinator will work with membership clerks to maintain the safety, security, and appearance of the front desk at all sites; ensures that all guest are greeted and tracked when entering the Club. He / She assists with the coordination of volunteers and ensure that sites have proper supplies for the front desk. Ensures clubhouse lobby bulletin boards are updated.

Maintain all membership and tracking systems of the organization
The Data Outcomes Coordinator manages account management activities, member data, ensures the accuracy of data and enters general, program attendance and fees into the membership tracking system. The Coordinator will work closely with staff and software vendor to troubleshoot and resolve technical issues, making revisions the system as required by evolving or reporting needs, implement quality control processes, and provide training as it relates to system usage. Manages technical training resources and develops new materials as needed, provides additional or ongoing training and support to staff as required.

He/she will work with BGCMLA Leadership team, Site Director and membership clerks to track program and performance management, membership for grant requirements and track program and membership data for reports as needed for program support. He/She must maintain up-to-date knowledge of new features and functionalities in the system. The position proactively identifies and implements opportunities for data collections improvements and maintains the integrity of the system. Documents data quality standards and quality assurance processes. Creates, manages, and coordinates membership process such as membership application, transportation, financial assistance forms, etc.

In addition, the Data Outcomes Coordinator collects program fees that might include membership, summer, field trip, program, and special events. He/she maintains logs, safeguards all financial information and follows up with parents to ensure payment.

**Resource Management**
The Data Outcomes Coordinator supports operations staff and sites to understand participant needs, adapt evaluations, customize outcomes research documents such as protocols and reimbursements plans, which includes the development of the input forms, design of data collections forms for customization. Builds relationships with BGCA, local schools and health providers regarding youth development outcomes, research, and resources. Works closely with other departments to effectively develop/communicate outcome research findings/value evidence and support data and consistent messages throughout the organization and to external customers.

**Other Duties**
The Data Outcomes Coordinator abides by and implements Club policies, procedures and federal and state laws. May be required to assist in other program areas and participate in special events. The position also makes recommendations regarding the member’s needs, program ideas, and facility needs. He/she will wear a uniform while working at or attending Club functions and will assume other duties as assigned.

**To Apply:** Visit our website at www.bgcmla.org. Click on “Get Involved > Job Opportunities”.

At website: Send resume and cover letter to apply@ bgcmla.org with “Data Outcomes Coordinator” in the subject line.

Minimum Qualifications:

Currently enrolled in a course of higher education or have received a degree from an accredited post-secondary educational institution.
Combined experience and/or formal training equivalent to a minimum of two years where:
There is experience using office equipment, a computer and MS Office software,
Knowledge of office practices and customer service gained.
Must be able to work a flexible schedule, which may include evenings, weekends and/or holidays.
Pass Criminal Background Check.
Pass (negative result) a TB test.

 **Preferred Qualifications:**

Bachelor’s degree in social sciences or related field preferred but equivalent experience and certifications will be considered.
Bilingual (Spanish is required for this position).
Excellent communication and interpersonal
CPR and First Aid Certifications.
Prior experience working in a Boys & Girls Club.
BGCMLA is an equal opportunity, affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, age, marital status, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

**Link To Apply:**

<https://www.indeed.com/jobs?q=data%20outcomes%20coordinator&l=Los%20Angeles%2C%20CA&advn=3325304140580303&vjk=2f6815a7d7b8d137>

**Full/Part Time:**

Full Time

**Closing Date:**

September 30, 2019