



## **Data Specialist JOB ANNOUNCEMENT**

**TITLE** Data Specialist  
**FLSA STATUS** Non-Exempt  
**PAY CLASS** Full-Time  
**REPORTS TO** Family System Administrator  
**LOCATION** Santa Ana, California (Hybrid Schedule)

### **Who is Charitable Ventures and who is Family Solutions Collaborative (FSC)?**

Charitable Ventures was created to make sure nonprofits are resilient, effective, and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially, and economically just, our employees guide and design strategies to effectively address those needs.

Founded in 2015, as grassroots, collective impact model and In an effort to ensure system-wide best practices for families in Orange County, the Family Solutions Collaborative focus, and goals are to ensure families are able to access family to services and resources in an equitable, timely, and coordinated manner. We do this through our collaborative partnerships, FSC members and the ongoing support, training, and technical assistance of best practices which we provide to our member agencies.

### **Do you have a passion for .... Families experiencing homelessness in Orange County?**

If so, your passions align with the Charitable Ventures/FSC mission!

### **What are we looking for in our next team member?**

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Monitor, analyze and report Family CES data.
- In coordination with the FSC Team, provide data and reporting requirements for the Project.
- Develop and prepare regular reports, analyses, special projects, presentations, charts, graphs, and other documents as requested.
- Work within existing systems, including HMIS, to design monthly, quarterly and/or annual reports as requested.



- Act as an HMIS Administrator, which includes, but is not limited to, user management, user training, responding to data corrections and data reporting, setting up new programs/services in HMIS, and resolving user issues as the intermediary between the agency and OCHMIS.
- Maintain a current working knowledge of HMIS and HUD data collection regulations, policies and procedures.
- Respond to data requests in a timely manner and with accuracy. Cooperatively work with agency staff to correct data quality issues, answer questions, and provide guidance to ensure data accuracy and data compliance.
- Produce regular reports to communicate project performance metrics and compliance.
- Perform data entry and cleanup tasks as needed, as well as routine maintenance of automated reports and dashboards, as needed.
- Enhance quality assurance procedures for data collection/tracking for each Family Access Point.
- Provide technical assistance, training and support to improve system-wide data.
- Report program data on a monthly/quarterly basis provided to the FSC Executive Committee and County.
- Provide customized support and technical assistance to each Access Point working with highly vulnerable households.

**If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures/FSC! And we would love to explore it with you.**

### **Job Summary**

The Data Specialist will provide support for any data-related tasks for the Family Solutions Collaborative. This position includes technical advising through the data ticketing system, the generation and automation of regular reports, user administration of the Homeless Management Information System (HMIS) and Coordinated Entry System (CES), and the ability to respond to ad-hoc data and IT requests.

The purpose of the Data Specialist is to assist the Family System Manager in ensuring data quality and performing data analysis to the end of creating a data and technology driven culture capable of ending a family's housing crisis in Orange County.

### **What are the desired qualifications?**

**Education: Bachelor's degree in human services, Computer or Data Science, or degree in related field.**



**Experience: Minimum of three years in Human/Social Services settings**

**Compensation Commensurate** with experience, education, and market (\$21 to \$23 per hour)

### **Benefits**

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

**Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer to anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!**

### **Company Summary**

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

**Applications:** Please send cover letter and resume to [HR@charitableventuresoc.org](mailto:HR@charitableventuresoc.org).

*Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff, and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.*