



***Provide* – JOB DESCRIPTION**

Data Management Assistant

Provide seeks a self-motivated, reliable professional to support program evaluation. As the Data Management Assistant, this individual is responsible for conducting and facilitating tasks related to data collection, data entry, and data management. This Tier I position offers an opportunity to develop analysis and reporting skills.

Founded in 1992, *Provide* is a national and growing organization working to make sure that women have access to abortion, especially those living in rural communities and Southern and Midwestern states. *Provide* educates and supports health and social service providers to be able to give the care and support women facing unintended pregnancy need. Our work is rooted in the on-the-ground realities of women's lives and of the systems and resources that are available to them. We believe that everyone has a role in supporting women's access to abortion care, and that by giving people the tools and resources to play their role we can transform the way abortion is experienced where improved access is needed most.

Description

This is a full-time (40 hr/week) position reporting to the Director of Program Evaluation. This position works as part of the organization's remote staff, with travel anticipated twice annually (less than 1%).

Portfolio responsibilities include, but are not limited to:

Facilitate and conduct data acquisition – 60%

- Facilitates complete and accurate data entry into Provide's internal database
 - Maintains an up-to-date record of trainings and data packages
 - Notifies state teams of missing data, training reports, site assessments, and technical assistance plans
 - Conducts data cleaning procedures
 - Identifies data entry errors and supports teams in correcting errors
 - Assesses and records quality of qualitative data
- Enters survey data from pre-post training surveys and other data collection instruments
 - Ensures accuracy and timely turnaround time for data entry
- Conducts the collection and management of interviews
 - Logs interviewees and tracks timing to ensure interviews are completed within specified time window



- Schedules interviews
- Conducts and transcribes interviews, ensuring correct spelling and transcription accuracy
- Distributes participation incentives (by mail or email) to all interview participants
- Analyzes interview records to ensure interviews represent a proportionally accurate sample of interviewees (by state, etc.)
- Coordinates access to interview data by state teams and other *Provide* staff

Assist with Report Development - 25%

- Conducts light data analysis quarterly and as needed using Excel and database
- Creates data summaries for quarterly and annual reports
- Assists with development of Technical Assistance reports

Perform additional team responsibilities - 15%

- Attends team meetings regularly and with enthusiasm
- Serves as a public representative of *Provide* as requested

Qualifications

- Experience in concrete administrative work (scheduling, record keeping, creating spreadsheets, etc.)
- A strong attention to detail; must be able to maintain accurate and accessible records
- Demonstrated ability to set priorities, organize work, meet deadlines, and manage multiple projects simultaneously
- Reflective, strong interpersonal skills
- Proven ability to work with efficiency, flexibility, and a good sense of humor
- Ability to function well in a remote work culture.
 - Disciplined and motivated
 - Able to maintain regular hours that coincide with other team members
 - Excellent communication skills (in person, email, phone, managing documents, remote meetings)
 - Good at problem solving
 - Team player
 - Comfort with using technology
- Commitment to and excitement about *Provide's* core mission, values, and programs
- Proficiency with MS Word, Excel, Outlook required. Experience with a data management tool/database preferred



Salary and Benefits

The Data Management Assistant is a Tier 1 position. Starting salary is \$35,000 to \$40,000, commensurate with relevant experience, in addition to a generous benefits package. *Provide* offers scheduled performance-based salary increases on a 6-month cycle for the first 24 months of employment, and on a 2-year cycle thereafter.

To apply, visit our website, www.providecare.org and upload ONE PDF file that includes a cover letter and CV or resume. In an effort to reduce the use of paper, mailed applications will not be accepted. No phone calls, please.

Deadline for applications: June 1, 2017 (applications will be reviewed and pursued on a rolling basis prior to deadline).