

Native Americans for Community Action, Inc.

www.nacainc.org



MAIN OFFICE
2717 N. Steves Blvd., Suite 11
Flagstaff, Arizona 86004

FAMILY HEALTH CENTER
1500 E. Cedar Ave., Suite 26
Flagstaff, Arizona 86004

JOB ANNOUNCEMENT

Job Title: Program Data Specialist
Salary: \$18.60 per hour
Job Type: Full-time
Closing Date: Open Until Filled

Essential Duties:

- Develops internal methods of data collection and reporting.
- Work collaboratively with program staff and contracted project evaluator to develop evaluation components for project.
- Collects all survey/evaluation materials at the completion of training, event, or activity to ensure materials reach the external programmatic evaluators.
- Identify and achieve consensus on data elements to be captured within database with project partners and evaluators.
- Develop method of reporting data to project partners, key stakeholders, community members, and local and national government.
- Attends meetings with Coconino County Pediatric Injury Prevention Task Force, Flagstaff Medical Center and Coconino County Coroner's Office to determine targeted dates for data collection.
- Coordinate RUL outreach events, and activities materials, including the Walks of Hope activities, National suicide prevention day events, Veteran's Day events, and International Survivors of Loss Day.
- Arrange and prepares training/workshop, including facility/location documentation, surveys and consent forms as necessary.
- Facilitate safeTALK, ASIST, and CAST curricula.
- Formats and prints RUL grant brochures, pamphlets, invitation and marketing.
- Performs other duties as assigned.

Minimum Requirement:

Bachelor's Degree in health and/or human services or related field and three (3) or more years of experience with data collection, software management and/or program assistance. Must pass Fingerprint Clearance Class I and background check.

Knowledge, Skill and Abilities:

- Knowledge of evaluation strategies and database development.
- Knowledge of office, personnel and financial management practices, various filing and records management systems.
- Ability to plan and accomplish work within established policies, objectives, priorities and timelines.
- Ability to perform moderately complex work, review work for accuracy, completeness and conformity to established procedures.

*Must complete and submit an NACA, Inc. Employment Application, Letter of Interest and Resume. Application can be obtained through website www.nacainc.org. Any question, please contact Human Resources at (928)526-2968.

Employer exercises EEOC and Indian preference in accordance with the Indian Preference Act (Title 25, US Code, Sections 44-46, 472 and 272). If you wish to exercise Indian Preference and you are a registered member of a federally or state recognized tribe, attach copy of tribal Certificate of Indian Blood (CIB).