



### **Data Coordinator Job Posting**

**Title:** Data Coordinator

**Posting:** May 2, 2022

**Closing Date:** Position Open Until Filled

**Type:** Part Time, Hourly Employee

**Location:** Denver Metro Area

**Supervised by:** Operations Director

### **About the Organization**

Colorado People's Alliance (COPA) is a racial justice, member-led organization dedicated to advancing and winning progressive social change locally, statewide and nationally. COPA builds power to improve the lives of all Coloradans through leadership development, organizing, and alliance building.

Our work is conducted through a racial justice lens because we understand that systemic oppression is the root cause of the issues we work on. We believe that those who are closest to the pain should be the ones leading the work for change, which is why we have a member-led model to ensure our community leads our work. COPA works on Economic, Climate and Immigrant Justice issues. We are fighting for clean air and clean water, the dignity and humanity of all immigrants regardless of color or status, and for an economy that works for all of us, not just corporations.

### **Position Summary**

COPA is working to build power in Colorado by working with those most directly impacted by the issues. The Operations & Data Coordinator is responsible for assisting with management and tracking of all organizational data and assisting with the implementation of data practices for staff, contributing to the overall operation of the organization.

Responsibilities will include coordinating & assisting the Operations Manager with:

- Assisting with implementation of organizational data practices
- Navigating through, and Importing & Exporting data using CiviCRM and VAN platforms
- Maintenance of organizational systems
- Ensuring accurate and organized tracking of all organizational data in
- Ensuring data from event and volunteer activities is accurately tracked and entered into the organizational database
- Inputting physical data records into the organization's database
- Consolidation of data and records to ensure they are secured and easily accessible in one location
- Assisting the Operations Director with exporting and sorting a variety of data meeting specific criteria, Including: contributions, organizational contacts, and volunteer data

**Qualifications**

- Have deep understanding and commitment to a racial justice framework
- Have deep understanding and commitment to gender equity
- Experience using CiviCRM Software/Databases
- Experience in VAN (Voter Action Network)
- Advanced ability to utilize and navigate Excel and CSV formatting and documents
- 1-2 years of experience within a data management and/or operations role
- Demonstrated ability to work within a highly collaborative work environment, and practice confidentiality.
- Ability to work independently and to drive and manage your own workload.
- Ability to manage several tasks/projects concurrently and prioritize work effectively.
- Excellent interpersonal skills and ability to build genuine relationships with community members
- Strong mobile communication skills and computer skills
- Strong analytical skills as pertains to data analysis and tracking
- Strong attention to detail
- Flexibility to work outside normal business hours that include evenings and weekends
- Versatile team player who can work with others and on their own
- Access to reliable transportation

**Compensation**

This position is an hourly position with 20 - 25 hours a week at \$18 an hour. COPA offers mileage reimbursement, a prorated percentage for the cost of health, vision, and dental insurance.

**How to Apply**

Send resume and three references to Azria with the subject line " Data Coordinator Application" to [azria@coloradopeoplesalliance.org](mailto:azria@coloradopeoplesalliance.org).