



# Boulder Shelter for the Homeless

## Job Description

**Job Title:** Data Associate

**Reports To:** Revenue & Data Integration Manager

**Status of Position:** Part Time (20-25 hours/week)

### Data Specific Duties:

- Compile and send stats daily of our nightly Shelter numbers
- Enter stays daily into HMIS database, including historical entries as needed
- Compile monthly program statistics, including, but not limited to:
  - Housing Focused Shelter program data, Coordinated Entry data, housing exits, Client Services data, and BTHERE Outreach data
- Maintain central location for all statistics, including historical data
- Provide data for strategic plan, grants, contracts, and monthly Board meetings
- Work with Homeless Solutions for Boulder County (HSBC) on common statistics
- Create and maintain Data Processes Manual
- Ensure data integrity through accurate data entry and ongoing clean-up efforts
- Code accounting transactions for import into financial software

### Other Duties:

- Download and save monthly invoices to shared drive
- Mail or distribute accounts payable checks
- Monitor and action items in shared email inboxes
- Other projects as needed
- Embrace the organization's mission while upholding its core values: Treating all with dignity, achieving results through competence and creativity, offering support and opportunity, and practicing responsible stewardship

### Qualifications & Skills:

- Professional experience in data management or related field preferred.
- Demonstrated ability to communicate effectively orally and in writing.
- Passionate about data collection, data integrity, and maintenance.
- Extreme attention to detail and organization skills along with the ability to work with minimal supervision as a member of a team.
- Ability to manage multiple projects, meet deadlines, and adapt to changing needs.
- Mission driven, self-starter who is able to meet deadlines, adapt to changing needs, and creatively solve problems
- Proficiency in working with Excel and various databases. Working knowledge of Microsoft Office Suite.
- Physical Demands: This position works in an office setting routinely using standard office equipment such as computers, phones, photocopiers, and filing cabinets. It is primarily sedentary physical work requiring the ability to lift a maximum of 20 pounds.

The Boulder Shelter for the Homeless is an Equal Employment Opportunity Employer

**Compensation:** \$21-\$23 per hour, depending on experience and qualifications; competitive benefits, including health, dental, life insurance, ECO Pass, and time off.

**How to Apply:** Send cover letter and resume to [Ilana@bouldershelter.org](mailto:Ilana@bouldershelter.org)