

**Children's Advocacy Centers of Mississippi**  
**Data Specialist**  
**Job Description**

**REPORTS TO: Assistant Executive Director**

**GENERAL RESPONSIBILITIES:**

The Employee oversees specific programs of the agency under the supervision of the Executive Director and subject to the duties specified by the bylaws or policies and procedures, or to the direction of the Board of Directors. The employee must understand the purpose and function of the Children's Advocacy Centers of Mississippi and be knowledgeable of existing policies and procedures.

**SPECIFIC RESPONSIBILITIES:**

The Data Specialist will support the Executive Director in monitoring program compliance with grant requirements and standards of accreditation, and in providing data driven dashboards and reports for internal and external stakeholders. The Data Specialist works closely with the Program Director – Membership in insuring the appropriate agency approvals and training of the MDCPS computer system. This position serves as an administrator of database programs and tracking systems used for program tracking and quality assurance measures. This position provides support throughout the state in a manner consistent with the mission and objectives of the agency which include but are not limited to:

- Serve as administer and security officer for CACM's case tracking and client satisfaction systems, as well as, administer a number of software and data programs.
- Work directly with CACs and CACM staff to provide training and ensure information is properly entered in CACM's case tracking and client satisfaction systems.
- Provide training and technical assistance on the use of MACWIS and COLLABORATE.
- Distribute pertinent information regarding compliance and reporting obligations to Program Directors.
- Maintain grants management database and generate reports on grant awards and revenue.
- Gather statistical data and program information to monitor program outcomes and prepare monthly, quarterly and annual reports for management and outside stakeholders.
- Advocacy for victims of crime;
- Communicate effectively with partner agencies;
- Coordination of specialized trainings for MDTs and CACs;
- Analyze data collected from member statistical information and develop reports that will communicate areas of challenges and strengths in an effort to improve services.
- Oversee member relations as it relates to the NCA standards for accreditation for case tracking.
- Monitor center performance through compilation and analysis of statistical reports and Outcome Measurement System.
- Complete other duties as assigned.

Is a self-motivated professional to meet the day-to-day functions of the agency.

Maintains and maximizes the image of the Children's Advocacy Centers of Mississippi through his/her interface with state and national agencies, all public and private entities, and member CACs.

## QUALIFICATIONS:

### Education and Skills:

- A Baccalaureate degree.
- Professional experience, in one or more of the following: data analysis, client management databases, quality assurance, program monitoring, and nonprofits.
- Must have excellent computer skills, experience with databases, spreadsheets, graphs and charts and above average knowledge of Microsoft Word, Excel, and other related software programs.
- Highly detail oriented, well organized and analytical.
- Excellent communication skills both oral and written.
- Ability to work independently with flexible hours.
- Valid driver's license, satisfactory background check and ability to travel required.
- An ability and willingness to travel extensively (up to 50%).

**All letters of interest and resumes can be sent to [emahone@mschaptercacs.org](mailto:emahone@mschaptercacs.org).**