

Position: Rent and Utility Assistance Data Coordinator

Type: Full-Time (40 hours per week) Non-Exempt

Reports to: Impact Manager, Affordable Housing

Department: Community Impact

Position Summary:

United Way Monterey County (UMWC) is implementing a rent and utility assistance program in partnership with the County of Monterey. Local community benefit organizations, colleges and cities work with UWMC to review applications and pay eligible applicants' bills to landlords and utility companies. UWMC is seeking a full time Data Coordinator to assist with reporting for the Monterey County Emergency Rent Assistance program. The Coordinator will support grant funded agencies in standardizing processes, data entry, and reporting. In addition, she/he will collect and compile program data for State and Federal reports. UWMC seeks a candidate with well-developed database management skills, data analysis skills, grant management experience, and software training skills.

Responsibilities and Duties:

- Assist implementing partner agencies to develop and improve processes for inputting client level data and reporting.
- Support implementing partners with site visits and periodic data entry audits.
- Regularly pull data to compile weekly, monthly, and quarterly reports for diverse funders: State of California, the Federal Department of Treasury, Monterey County, UWMC.
- Compose and compile reports and presentations using Excel: pivot tables, filtering, formulas, and charts. Communicate data using PowerPoint and graphical representations.
- Support implementing partners in collecting qualitative "success stories", and follow up on collection.
- Support implementing partners to provide Case Management and Whole Person Care support by making "Smart Referrals" to other Monterey County Health and Human services.
- Monitor and follow up on referrals to ensure they result in services.
- Scrutinize software solutions, troubleshoot, and make software enhancement recommendations.
- Assist with partner trainings and technical assistance.
- Assist with rent and utility assistance software management, partner management, policy updates, and stakeholder presentations.
- Design and develop forms and questionnaires for data collection and analysis.

- Lead and actively participate in meetings with staff to discuss and develop findings and recommendations.
- Other related duties as assigned.

Core Competencies:

- *Mission oriented* – Performance and professional motivations are driven by a commitment to creating real social change that leads to better lives and healthier communities.
- *Relationship oriented* - Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- *Collaborator* – Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- *Results driven* – Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- *Brand Steward* – Steward of the United Way brand and understands his/her role in growing and protecting the reputation and results of the organization and greater network.

Functional Competencies:

- *Strategic Community Collaborator* - Engages diverse stakeholders to accurately and effectively assess community needs and with credibility, authenticity and humility strategically guides United Way to contribute to Monterey County's priorities.
- *Effective & Engaging Communicator* - Is an effective and passionate communicator, articulating the United Way message in a way that inspires other to act in service to the organization and the community.
- *Critical Thinking & Creative Problem Solving* - Able to address and manage complex issues to achieve desired results. This includes the ability to gather, interpret and use relevant data to drive strategy development, make decisions and drive for results.
- *Planning & Implementation* - Leads and takes initiative in planning and developing initiatives within impact areas to achieve results that drive collective community outcomes.
- *Embracing & Managing Change* - Champions and facilitates change to ensure long-term community sustainability. Adapts successfully to changing needs while maintaining positive relationships with all constituents, internal and external.

Desired Skills:

- Desire to work in a non-profit agency dedicated to homeless prevention.
- Strong verbal and written communication skills.
- Highly organized, analytical, reliable with strong attention to detail.

- Collaborative and comfortable with ambiguity.
- Database management, data cleaning and organization experience, and Excel proficiency.
- Bilingual, biliterate English/Spanish.

Qualifications:

- Bachelor's Degree
- Ability to work remotely, with strong internet connection
- Demonstrated work experience in quantifying and analyzing data

Compensation: \$21-\$24 per hour depending on experience

To Apply:

Please submit a resume and cover letter to:
Tina.engquist@unitedwaymcca.org

United Way Monterey County is an Equal Opportunity Employer.