



VACANCY ANNOUNCEMENT

ALL QUALIFIED PERSONS, ESPECIALLY WOMEN, MEMBERS OF MINORITY GROUPS, VETERANS AND PERSONS WITH A DISABILITY, ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY OR ARE A PROTECTED VETERAN, WE INVITE YOU TO IDENTIFY YOURSELF, ON A VOLUNTARY BASIS, AND TO ASSIST US WITH PLACEMENT AND REASONABLE ACCOMMODATION.

Data Integrity Specialist East-West Center Associates Office

Applications are being accepted for a two-year position as a Data Integrity Specialist in the East-West Center's Associate Office. Using information technology systems and methods, this position is responsible for planning, implementation, training, and coordination of a data integrity program to maintain and monitor constituency data records. Duties include the development of a training program on data entry and data integrity challenges in a constituent management database (currently Raiser's Edge) and oversight of data uploads, interface and integration between other EWC databases and an online community. Establishing and maintaining effective working relationships and communicating effectively across all EWC staff is integral to accomplishing the duties of the position. Major duties include developing and maintaining policies, procedures, standards and guidelines on Constituent Data Management processes; serving as a lead member on a Data Integrity Member committee to facilitate communication with users to address data integrity issues; providing training to ensure staff have a thorough understanding of data entry requirements; creating, implementing and monitoring audit reports to ensure success of data integrity products; coordinating and assisting users in compiling timely and accurate reports; responsibility for data interface and integration between Center's data bases; maintaining integrity of database and suggest enhancements; working with other staff on making software program changes to develop and maintain system access rights and security arrangements to protect data; and other related duties as assigned.

REQUIRED QUALIFICATIONS: Bachelor's degree or equivalent plus three years of experience managing data in a large multi-purpose complex database which required detailed knowledge of data content, analytical skills to discern data and reporting needs and strong written and oral communication skills to convey technical concepts and procedural matters. Understanding and experience working with database relationships, data extraction and manipulation. Demonstrated ability to edit and keep updated web content (HTML, CSS, images, PDFs) using a CMS (Content Management System) platform. Exceptional organization skills with the ability to manage multiple projects and work under pressure of deadlines and competing demands; strong interpersonal skills including the ability to effectively explain technical concepts to non-technical personnel; ability to plan, prioritize, organize and coordinate work involving a wide variety of tasks and materials; and ability to take initiative and work independently and cooperatively in following through on assignments. Demonstrated ability to gather information from stakeholders, assess needs, and identify and implement solutions and experience in planning, organizing, and facilitating stakeholder and user group meetings. Proficiency with a constituent management software like Raiser's Edge, Microsoft Word, Excel and Access. Fluency in English. Demonstrated ability to work effectively in a team environment and deal pleasantly and helpfully with people of diverse cultural backgrounds; to acquire and maintain knowledge of and appropriately apply various policies and procedures; to establish and maintain accurate files and records; to appropriately handle confidential files and records; and to work effectively in both routine and non-routine environments; to adapt to changes and apply good judgment in dealing with a variety of situations and to maintain a high level of accuracy in working with details.

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PREFERRED QUALIFICATIONS:

Working knowledge of Raiser's Edge and NetCommunity. Experience working with alumni records in national and international settings. Familiarity with international addresses for data monitoring and deliverable mailings. Knowledge of data uploads and interfaces with on-line communities.

SALARY: \$51,940 per year plus a cost-of-living allowance (COLA) currently at 10.99% (subject to change) and an attractive benefits package.

HOW TO APPLY: Submit an electronic application at www.eastwestcenter.org/employment. Application information should include a cover letter with position title and a statement addressing how the qualifications are met and a resume. Screening and assessment will be based on materials submitted. Applications will be accepted until the position is filled.

An Equal Opportunity Employer/Vet/Disabled