CAREER OPPORTUNITY

Job Title: UOC Direct Program Support Specialist
Status: Hourly/Non-Exempt; Temporary; PT
Reports To: Manager of Data, Reporting and Evaluation
Location: Enterprise Center, 1179 15th Avenue SE

About EMERGE

Our mission is to reveal the potential in people and communities through skill building, employment and economic opportunity. We envision a world where all people have an opportunity to emerge and thrive. At EMERGE, we are committed to revealing the potential in people and giving them the tools they need to not only gain employment but receive proper training to establish careers.

Position Summary

The UOC Direct Program Support Specialist is a one-year, part-time position supporting the Unity Opportunity Collaborative (UOC) project, a partnership of four Minneapolis organizations addressing racial and economic disparities in our community. Led by EMERGE, the UOC partners include the Minneapolis Urban League, Sabathani Community Center, and the Stairstep Foundation, providing a range of workforce and career training services.

The UOC Direct Program Support Specialist position is responsible for overseeing and entering data for the UOC project into the Workforce1 database and assisting with file management to ensure requirements are being met. This position reports to the Data, Reporting and Evaluation Manager. This position requires someone that can work across agency locations, has experience in data entry, Microsoft Excel functionality, report functionality and/or file management. This position is part-time at 20 hours weekly with a flexible schedule to be determined with the Data, Reporting and Evaluation Manager.

General Responsibilities

These requirement are representative, but not all-inclusive, of the job functions for this role:

*   Complete higher level data entry for the UOC Project.
*   Routinely examine current data records to maintain overall database integer, eliminate duplicate records, address inconsistent data, and ensure the accuracy of data being pulled out of the system for reporting purposes.
*   Routinely monitor paper files for the UOC Project participants to ensure compliance with contract requirements.
*   Complete internal program reporting to Program Managers/Directors and Leadership to inform program success and progress.
*   Together with the Manager of Data, Reporting and Evaluation, work with the agency programs and partner agencies to meet contract requirements and reporting needs.
*   Perform other job-related duties and responsibilities that will be assigned from time to time.

Qualifications

*   High School diploma required. In pursuit of post-secondary degree and/or relevant/related work experience preferred.
*   Basic understanding of database systems, proficiency with data entry with a strong preference within non-profit database systems.
*   A creative problem-solver, a strategic and organized thinker, demonstrated initiative, ability to organize workload in a busy environment, and able to work well under pressure while juggling multiple tasks simultaneously.
*   Excellent project management, communication, interpersonal and research skills, accuracy, attention to detail and the ability to work effectively in a team as well as independently.
*   Effective verbal and written communication skills with the ability to work with various work and communication styles.
*   Proficient in Microsoft Word and Excel functionality.
*   Ability to travel to various locations within the Twin Cities metro area.
*   Must be able to work effectively in a mission-driven agency whose participants and staff exhibit significant diversity with respect to race, ethnicity, gender orientation, socio-economic status, nationality and religion.

How to Apply

Please send resumes and cover letters to:
 humanresources@emerge-mn.org

Only qualified individuals being considered will be contacted for an interview.

EMERGE - Administrative Offices
1179 15th Ave SE, Minneapolis, MN 55414
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