



Data Specialist

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| Team: Information Technology | Salary Range: \$50,000 - \$55,000, DOE | |
| Location: Position is fully remote. | | |
| Position is: | | |
| <ul style="list-style-type: none">• Full-time | <ul style="list-style-type: none">• Exempt | <ul style="list-style-type: none">• Permanent |

About the National Indigenous Women's Resource Center:

The National Indigenous Women's Resource Center, Inc. (NIWRC) is a Native-led nonprofit organization dedicated to ending violence against Native women and children. NIWRC provides national leadership in ending gender-based violence in Tribal communities by lifting the collective voices of grassroots advocates and offering culturally grounded resources, technical assistance and training, and policy development to strengthen Tribal sovereignty.

Our mission is to provide national leadership to end violence against American Indian, Alaska Native, and Native Hawaiian women by supporting culturally grounded, grassroots advocacy. We are an equal-opportunity employer. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply.

Position Overview/Essential Duties:

The Data Specialist position provides technology and data support on internal projects for teams and maintains external ARP-focused databases of resources for grantees. In this role, you will be responsible for collating and verifying data from multiple sources, reviewing existing databases and data storage systems for efficacy and efficiency, assisting with implementing data software storage systems and executing data transfers. You will also be required to train staff on data storage procedures. Your work will also include coordination with the IT team in developing and implementing IT bundles to assist programs in their transition to/from remote office work due to regional COVID-related fluctuations.

Applicants should have an eye for detail, expert knowledge of data storage systems, and a meticulous approach to information verification. An outstanding data specialist works methodically to ensure the accurate transfer of information to a secure digital

medium. Strong project management skills will be essential to be successful in this position.

Minimum Qualifications/Requirements:

- Bachelor's degree in information management, data analytics, computer science, or a similar field.
- 3+ years experience as a data specialist.
- Ability to read, interpret, and verify data from multiple formats.
- In-depth knowledge of data retrieval and storage systems.
- Ability to work independently on projects.
- Knowledge of computer hardware systems and peripherals.
- Excellent communication and report-writing skills.
- Strong analytical and problem-solving skills.
- Experience with end-user training and support.
- Must be a detail-oriented person who is very meticulous about their work.

Duties:

- Conducting a thorough data analysis of data stores, processes, workflow, and storage systems.
- Creating or implementing a digital conversion program.
- Installing and maintaining data collation software.
- Verifying and extracting data from hardcopy and other digital sources.
- Importing and transferring data to a secure central database.
- Performing regular data integrity and quality audits.
- Creating and submitting data collation reports.
- Troubleshooting information storage issues.
- Training staff on data storage and retrieval processes.
- Develop and maintain COVID-related databases (testing, vaccines, and mobile testing units) for dissemination as a resource.
- Develop and implement IT bundles to assist programs in transitioning to/from remote office work due to regional COVID-related fluctuations.

Our Expectations:

We strive to maintain a strong sense of community at NIWRC, and our remote workplace requires a unique skill set. We are looking for competent, service-oriented people who are honest, reliable, and self-directed; who are excellent communicators and adept listeners; individuals who are strong collaborators and respectful to supervisors and coworkers; and who will support our organizational mission and goals.

- Collaborative
- Reliable and self-directed
- Respectful to supervisor and coworkers
- Excellent communicator and listener
- Service-oriented
- Honest
- Supportive of organizational mission and goals
- Competent
- Inspiring

What We Offer:

- Competitive salary range
- 100% employer-paid medical, dental, and vision insurance for staff, their spouse, and dependents residing in the home
- SEP IRA retirement benefit
- Generous paid time off, including all federal holidays
- Professional development opportunities
- Fully remote positions
- Other benefits

Our Workplace Culture:

- Collaborative and supportive environment
- Commitment to work-life balance
- Focus on professional growth
- Mission-driven organization

How to Apply:

Please submit the following materials to careers@niwrc.org:

- Resume
- Cover letter
- NIWRC Employment Application

Application Deadline: This position will remain open until filled.