



**Position Title: Data Specialist**

**Job Description & Responsibilities:**

- Overseeing data collection and maintaining the organization's database.
- Ensuring the data integrity of alumni list into the Association's database platforms including but not limited to our Customer Relationship Management (CRM), Email Management, Membership/Employment Benefits Platform
- Inputting and organizing collected data of any into the system established for data management.
- Developing strategies and surveys to gather feedback for future improvement.
- Segmentation, cleaning, and maintaining of data of members that enhance targeted communications as the result of working with Benefits Specialist, Events and Marketing Chair, Regional Liaison etc.
- Creating analytical reports and develops strategies to leverage our data

**Qualifications & Requirements:**

- Must be an E.O.F. Alumna/Alumnus with an Associate's or Bachelor's Degree and applicable professional experience
- Must be highly organized and excellent time management
- Should be a self-motivator and self-starter
- Has a critical eye for detail and experienced with data processing, organization and collection strategies
- Be able to multi-task well and take on multiple projects at once
- Be able to establish and maintain effective working relationships with board members, volunteers, community agencies and general public
- Efficient communication ability, both written and oral
- Should be proficient and comfortable with virtual team collaboration
- An understanding of the following tools: Google Apps, Video conferencing, and virtual project management tools (i.e. Asana) is preferred