



Data and Reporting Coordinator Job Posting

National CAPACD seeks a full-time Data and Reporting Coordinator to track and document the impact of the organization's programs and activities.

The National Coalition for Asian Pacific American Community Development (National CAPACD) is a progressive coalition of local organizations that advocate for and organize in low-income Asian American and Pacific Islander (AAPI) communities and neighborhoods. We strengthen and mobilize our members to build power nationally and further our vision of economic and social justice for all.

The Data and Reporting Coordinator will support efforts to document, assemble and evaluate the impact of the organization's programs. This is a full-time position based in our Oakland, CA office. They will report directly to the Fundraising Manager.

The Data and Reporting Coordinator will support other staff to monitor sub-grantee activities toward fulfillment of National CAPACD's grant obligations. They will be responsible for collecting, compiling, analyzing and reporting on the available data toward measuring the impact of both National CAPACD and our members on improving economic security for low-income AAPI communities. Additionally, the Coordinator will develop systems that effectively and efficiently track these programmatic outcomes over time. The Coordinator will play an integral role in documentation and dissemination of these outcomes through National CAPACD's activities such as publication of original research, fundraising, marketing and communications and policy advocacy.

Essential Functions

- Support organizational compliance and effectiveness:
 - Coordinate data collection and entry;
 - Analyze, track and report on sub-grantee and National CAPACD's progress toward impact goals and coordinate with other program staff to address issues as appropriate;
 - Provide training and/or guidance to staff/sub-grantees on data collection tools and techniques;
 - Serve as a liaison between National CAPACD and its sub-grantees on issues of reporting, outcome measurement and evaluation;
 - Collaborate with other program staff to define performance measures that align with organizational strategic plan and funding objectives.
- Build systems to encourage a 'culture of evaluation and learning':
 - Organize and maintain analyses and reports for regular, systematic dissemination including publishing results to website and presentation of findings to internal and external audiences;
 - Collaborate with program staff to translate the information gathered into useful documents and tools for staff;
 - Support development and implementation of a database to track member engagement and outcomes.

NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT
Data and Reporting Coordinator Job Description

- Support efforts to develop original research, papers, op-eds, and other publications that elevate the role of National CAPACD and its members. This includes collaboration with partners and consultants to craft and disseminate products and documents that highlight the needs of AAPI communities and best practices being deployed in the areas of housing counseling, financial empowerment, small business, creative placemaking, community organizing and other areas as needed;
- Coordinate with other program staff and the policy team to inform National CAPACD's policy agenda. Support regular engagement with local partner organizations to identify existing and emerging community needs.

Other Functions and Responsibilities

Perform other duties as assigned.

Required Competencies, Knowledge, Skills and Abilities

- Working knowledge of issues facing low-income, immigrant and Limited English Proficient (LEP) communities;
- Working knowledge of research and evaluation methodologies, data management and quality control, or development of logic models, monitoring & evaluation plans and program documents;
- Exceptional written and verbal skills;
- Strong analytical and data skills;
- Strong organizational and project management ability;
- Excellent attention to detail and ability to prioritize and multi-task;
- Excellent analytical, problem-solving and interpersonal skills;
- Must be committed to supporting the community development needs of low-income and immigrant AAPIs and willing to work in a fast-paced setting;
- Must be a team player who has demonstrated an ability to work well in a small, highly collaborative environment.

Required Education and Experience Level

- Bachelor's degree or equivalent experience;
- At least two years of experience in a non-profit or other related organization.

Preferred Qualifications

- Experience with community development, asset building, small business, financial education or housing counseling; communications and media relations skills;
- Previous experience with grants administration or program implementation;
- Previous experience with use of statistical analysis and software.

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Physical Factors

- Ability to remain in a stationary position to operate a computer (and other office productivity machinery), and manual dexterity to operate a keyboard, for extended periods of time;
- Ability to occasionally lift objects weighing up to 10 pounds;
- Must be able to travel domestically with overnight stays, at least 2-3 times per year.

Working Conditions

- Moderate noise (i.e. business office with computers, phone, and printers; light traffic);
- Ability to work in a confined area indoors.

Compensation:

The Data and Reporting Coordinator is a non-exempt, full-time position based in either in Oakland, CA. Annual salary range is \$45,000 - \$75,000, depending on background and experience.

Comprehensive benefits package includes health, dental, vision, life, and disability insurance, and a 403(b) plan.

To Apply:

Applications will be accepted until position is filled. Please email cover letter and resume, to apply@nationalcapacd.org, with Data and Reporting Coordinator as the subject line. **Only complete applications will be considered.**

National CAPACD is an Equal Opportunity Employer. People of color, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. Accommodations for applicants may be available upon request. No calls, please

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