



Job Announcement
Data Entry Coordinator
Part-time position with full benefits/flexible schedule.

PURPOSE OF POSITION:

The Data Entry Coordinator supports the program department of the Women's Cancer Resource Center. This position is responsible for the timely and accurate collection, input, and correction of data. The Data Entry Coordinator will enter program data into agency database, and run queries and reports of program data to ensure the accuracy and integrity of participant files, electronic records, and program data and outcomes. In partnership with the Program Director and Data & Outcomes committee, they will provide high-level analysis of data reports. This is a part-time, hourly position and reports to the Program Director.

This role offers the opportunity to see and feel impact as we work towards racial and social justice and advance health equity.

OUR ORGANIZATIONAL HISTORY:

For 36 years, the mission of the Women's Cancer Resource Center has been to improve quality of life for individuals with cancer and to advance equity in cancer support, especially for low-income persons, people of color, and members of the LGBTQIA+ community. WCRC annually serves more than 2,200 people with cancer, their families, and caregivers; 70% of intensive-services clients are people of color; 80% are low income.

WCRC staff have long observed that cancer often is not the greatest concern for the low-income and marginalized individuals in our client population. Limited access to primary health care, inadequate health services and financial resources, language and cultural barriers, racism, low literacy, fear, and mistrust of medical systems contribute to late diagnosis and earlier death, especially for African American, Latinx, and all other groups of low-income people diagnosed with cancer.

WCRC provides a set of comprehensive, coordinated services to mitigate these problems for people with limited access to essential, life-giving care, including community-based patient navigation, psychotherapy, peer support, support groups, information and referral services, and expressive arts and wellness.

WHAT MAKES US UNIQUE:

- WCRC provides comprehensive and integrated services that are tailored to meet the needs of clients who have been marginalized; the demand continues to grow across Alameda and Contra Costa Counties.
- We use a "whole person" approach to address the needs of our under-served clientele through free psychosocial, educational, and practical services that meet our clients where they are.
- Volunteers are at the heart of our mission. They are active in all of our programs and we deploy a volunteer-led service delivery model in the Free Therapy and Compassion Programs.
- WCRC is recognized for our community-based cancer patient navigation program.
- We are committed to creating an organizational culture that is focused and centered on diversity, equity, and inclusion. We are intentional about promoting these values throughout our organization, we have a growth mindset and we acknowledge that we are constantly learning.

WHO THE IDEAL DATA ENTRY COORDINATOR IS FOR US:

- You are a champion for our mission and vision: WCRC envisions a society in which everyone touched by cancer can access the medical care, education and support needed to ensure a maximum, positive quality of life.
- You are committed to serving the most vulnerable and marginalized communities. You are inspired by our work and passionate about advocating for and meeting the needs of people with cancer.
- You enjoy working as part of a team and have a passion for utilizing data as a tool to measure and improve program performance.
- You are dedicated to advancing health equity by reducing the barriers in access to care for our clients and community.

Essential Duties and Responsibilities Include:

- Maintain client information through accurate data entry into various software programs, including Excel and Raiser's Edge
- Ensure timely entry and tracking of data for clients, including intake, program enrollment, case management and client termination
- Ensure integrity of data, verifying information regarding data quality and data completeness
- Run monthly, quarterly and annual reports for internal use, and specific reports as needed for grant reporting
- Collaborate with management and Board committee to provide data analysis and to recommend best data practices
- Provide training sessions with all departments to ensure timely and accurate data
- Assist with program reconciliation on an ongoing basis
- Participate in staff and committee meetings as directed by the Program Director
- Additional tasks, projects and responsibilities as assigned by the Program Director

Qualifications and Experience:

- Two years of experience with data entry databases, data procedures, and data management
- Ability to utilize various databases to run data queries for interoffice communication and for stakeholders
- Proven ability to handle confidential material with sensitivity and input large volumes of data into databases promptly and accurately
- Experience with standard office equipment, Microsoft Office Suite (particularly Excel) and willingness to learn relational databases used at WCRC
- Excellent attention to detail, analytical, problem-solving, oral/written communication, organizational and interpersonal skills
- Sensitivity and comfort working in a culturally-diverse environment and with a variety of community partners and demonstrated commitment to cultural humility
- Demonstrated ability to work independently and consistently meet multiple deadlines
- Data analysis and presentation skills highly desirable
- Ability to work flexible hours
- May require offsite work and local travel

How to Apply:

Please address a cover letter and a resume by email to jobs@wrc.org, or by mail to “Human Resources” WCRC, 2908 Ellsworth Street, Berkeley, CA 94705. No calls, please.

WCRC values and specifically seeks applicants who are people of color, women, queer, transgender, gender non-conforming, and/or gender fluid people. We value and specifically seek applicants who thrive in the pursuit of social justice and have a passion for addressing health disparities and inequities.

WCRC does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, national origin, ancestry, age, size, sex, sexual orientation, gender, gender identity, familial status, veteran status, disability, AIDS/HIV status, medical condition, prior conviction, or any other characteristic protected by law.

Position open until filled.

Compensation: This is a part-time, 20 hour/week position, with an hourly rate of \$22. WCRC offers a competitive benefits package, which includes 100% coverage of medical, dental and vision; a SIMPLE IRA retirement plan, with 2% of salary employer contribution; long-term disability; generous vacation and sick time; and thirteen paid agency holidays and a floating holiday for your birthday. This position will be onsite at least two days each week, with the flexibility to work a few days remotely.