



Job Title	<b>Data Support Specialist</b>		
Starting wage	\$25.00/hour, dependent upon experience	Last revised	1/28/26
Hours	10-20 hours a week	Work Status	Part time
FLSA status	exempt	Reports to:	Director of Operations
Funding:	This position is funded Unrestricted Funds		

**Essential Duties & Responsibilities:**

- Conduct weekly assessment of client database for data integrity, confidentiality and accuracy in client database. Train staff on protocols for database compliance and consistency
- Conduct weekly, monthly and quarterly statistical reporting for grant management and external communication
- Analyze statistical reporting to complete grant progress reports.
- Update employee timesheet templates with projections tied to grant budgets and spend down. Assist with payroll reports.
- Track SASO agency HR paperwork including leave balances, wellness balances, leave requests, mileage requests. Coordinate onboarding and off-boarding HR paperwork compliance.
- Track financial payments in RAMP, reconcile purchases with grant budgets and coordinate financial expenditures with Finance Manager, Board Finance Representative, and Executive Director.
- Coordinate newsletter and external communication with agency mailing list to communicate with key stakeholders, clients, agency partners, etc.
- Track client and program evaluations for grant reporting and compliance.
- Participate in strategic planning, specifically utilizing AI measures to implement strategic goals
- Assist in developing a communication plan to key SASO stakeholders including survivors, community partners, and other contributors.
- Assist in website development and updates on program offerings.
- Update program calendar.
- Coordinate marketing of program offerings. Supervise interns in marketing strategies for upcoming events.
- Assist in community outreach events, as required.
- Conduct inventory of office supplies and marketing materials.
- Maintain complete confidentiality concerning survivors and ensure all staff and volunteer advocates adhere to these guidelines.
- Assist ED and fundraising volunteers in coordinating volunteer and fundraising events.
- Administrative duties to include data entry, answering phone and taking messages, general filing for Accounts Payable, and following office sanitation guidelines as advised by public health agencies.

**Competencies:**

- Must be able to work independently and in a creative and collaborative manner.
- Model core values of SASO: compassion, openness, empowerment and inclusion.
- Demonstrate commitment to mission of SASO: provide compassionate and healing support to survivors of sexual violence by offering advocacy services and prevention programs that challenge all forms of oppression in order to create positive cultural change
- Demonstrates strong willingness to learn about justice, equity, diversity and inclusion and apply these principles to their work in providing advocacy to sexual violence survivors.

**Supervisory Responsibilities**

- N/A

**Minimum Qualifications of Position:**

- 2 years’ experience in human services or related field.

**Preferred Qualifications of Position:**

- Bilingual/bicultural preferred

**Knowledge and Skills:**

- Proficient with Microsoft Office products, databases and standard office equipment
- Ability to work in a fast paced, diverse and dynamic organization, both collaboratively and independently
- Strong skills in organization and planning; attention to detail and accuracy
- Strong interpersonal skills; ability to work with diverse populations
- Require own transportation, valid Colorado’s driver’s license and up-to-date insurance
- Successful pass of background check

**Working Conditions and Physical Requirements:**

- Sitting or standing at a desk for long periods of time in an office environment. Some lifting, carrying of loads of up to 30 pounds and cleaning may occasionally be required. Driving short distances required.
- Mainly office environment with some event days

**Position Type and Expected Hours of Work:**

- Part-time, 10-20 hours per week, business hours Monday-Friday
- Weekends and evenings as needed (approximately 1x a month)

**Signatures**

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

*Note: This job description is intended to describe the general nature and level of work performed, and is not to be construed as an exhaustive list of responsibilities, duties, and skills required. **Other duties may be assigned.** Furthermore, it does not establish a contract of employment and is subject to change at the discretion of the employer.*

*SASO provides equal employment opportunities to all employees and applications for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation gender identity or expression or any other characteristic protected by federal, state or local laws.*