



## **Data Coordinator Full Time Position**

### **Job Description**

**Background:** Attracting and retaining a vibrant workforce is one thing; making them feel at home is another. Vibrant Pittsburgh is committed to creating a welcoming environment and making the connections that allow a diversity of talent to stay and flourish in our region. After years of research, outreach, data analysis, and conversations with regional leaders, Vibrant Pittsburgh was established to lead the next Pittsburgh renaissance - a people renaissance. Working collaboratively with private and public sector organization members, Vibrant Pittsburgh's goal is to help strengthen the region's economic future by helping our members grow and retain a diverse workforce.

**Mission:** Vibrant Pittsburgh's mission is to build a thriving and inclusive Pittsburgh region by attracting, retaining, and elevating a diversity of talent.

**Job Description:** The Data Coordinator plays an integral role at Vibrant Pittsburgh, assisting the team to gather insightful information from the data collected by the organization via our membership and programmatic efforts, giving the team access to the information necessary to make better and more informed decisions. Working closely with the management team, the Data Coordinator will be responsible for the organization and management of all data and data-related processes within the organization. The ideal candidate for this position is a self-directed, solutions focused, and autonomous professional that participates holistically and thrives in an environment built on the principles of diversity, equity, and inclusion.

The Data Coordinator reports to the Chief Operating Officer and VP, Programs & Services.

### **Responsibilities:**

- Development and management of all aspects of Vibrant Pittsburgh's organizational data cycle, including process creation, data capture, data analysis, report generation, and presentation
- Management of the team's databases (Salesforce, Xinspire, Constant Contact, SurveyMonkey) including the updating, tracking, and maintenance of data and analytics related to membership and programming
- Responsibility for all data-related processes and components of the Vibrant Index Diagnostic and the Vibrant Index Summary Report
- Oversight of website and social media analytics, in partnership with the Social Media Intern
- Responsibility for the integrity of data that contains Personally Identifiable Information
- Support the achievement of organizational objectives beyond data-specific tasks
- Support planning and facilitation of other Vibrant Pittsburgh offerings as needed



**Skills & Experience Required:**

- 2+ years' experience in a data coordination position preferred
- Experience with Salesforce database management is required
- Strong command of Microsoft Office products (Word, Excel, Outlook, PowerPoint) is required; familiarity with WordPress, and contact management systems such as Constant Contact, Vertical Response strongly preferred
- Exceptional organizational, time management, critical thinking, and decision-making skills
- Excellent presentation, written, and interpersonal communication skills in a team environment
- Comfortable with autonomy and directing own projects
- Ability to prioritize and follow through effectively
- Flexibility to adapt to changing demands and priorities
- Experience working in organizations with a successful track record in diversity and inclusion cultures preferred

**Requirements:** A bachelor's degree is required. Must have the ability to attend evening and weekend events as necessary.

**Starting Salary Range:** \$40,000 - \$50,000; salary will be commensurate with experience.

**Apply:** Resumes, cover letters and salary requirements will be accepted only via email to [katem@vibrantpittsburgh.org](mailto:katem@vibrantpittsburgh.org) with the subject line *Data Coordinator*.

*Vibrant Pittsburgh does not discriminate on the basis of race, color, religion, ancestry, sex, national origin, age, disability, sexual orientation, gender identity and/or expression, genetics, or military status in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all.*