

JOB DESCRIPTION

POSITION TITLE:	Data Specialist
REPORTS TO:	Business Systems Director
POSITION SUMMARY:	The Data specialist is responsible for accuract data processing of programs, training and/or memberships. The incumbent regularly runs and reviews data quality reports to identify data quality issues, investigates root causes of data issues and works in conjunction with director to implement corrective action. The specialist reports data quality status to management for action.
VALUES:	Passion for mission; positive attitude; strong work ethic; adaptable in changing environments.
SKILLS:	Strong business technology skills to fully utilize the volunteer system with data input and problem resolution. Problem solving ability to review system requirements and resolve data issues. Able to develop positive relationships to work across the organization and address process and / or problem issues. Strong attention to data detail, processes, data outcomes and issues.
ACCOUNTABILITIES:	<p>Executes council wide data functions for data integrity, Conducts reviews (daily, weekly) of data quality reports, resolves data issues and problems.</p> <p>Completes transfers, refunds, attendance and cancellations.</p> <p>Performs frequent de-duping and cleanup of Volunteer Systems records.</p> <p>Assists with various functions needed to complete registrations, daily office functions, such as supply ordering, mail, coding, and other business processes as assigned by the Business Director</p> <p>Assists with onboarding of new releases and functions in coordination with Volunteer Systems and national systems for council support</p> <p>Participates as a member of the Customer Care team for assigned phone coverage.</p> <p>Maintains familiarity with a variety of the field's concepts, practices and procedures.</p> <p>Other duties as assigned.</p>

POSITION REQUIREMENTS: Some collage classes or equivalent experience. Minimum of 2 to 3 years experience in data input and system administration.

Demonstrated technical expertise with data processing. Attention to detail and problem resolution skills.

Excellent communication skills, both oral and written. Strong customer responsiveness to address issues and resolve problems.

JOB CLASSIFICATION: Non Exempt

The Girl Scouts of Ohio's Heartland Council, Inc. is an equal opportunity/affirmative action employer. The Council will employ qualified individuals to fill job vacancies on the basis of their experience, ability and aptitude.



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