



## **OPEN POSITION: Data & Systems Manager (FT or PT)**

### **Goals for position**

- Parents and volunteers receive excellent customer service as a first step in their enrollment process
- Parents and volunteers initial enrollment process is conducted in a timely manner
- Grant requirements are met
- Critical agency data is well managed.

### **Competencies Required**

- Resourceful & Tenacious: persists; finds ways to overcome challenges.
- Excellence: is committed to quality work and outcomes.
- Adaptability: can adjust to new conditions; manages stress.
- Customer Focus: cares about the satisfaction of all Bigs, Littles, parents and other BBBS stakeholders, including staff.
- Communication: oral/written: is effective at connecting and exchanging information with others for results.
- Diversity: values different perspectives and experiences.
- Teamwork: provides value to the group.
- Trustworthy: can be relied on to fulfill the 8 pillars of trust.
- Organized: manages work in a systematic efficient way
- Negotiator: works collaboratively with others to reach an agreement
- Likeability: for developing relationships, establishing rapport

### **Experience Required:**

- Bachelor's degree preferred
- Spanish speaking preferred
- 3 years' experience working with youth and families required.

### **Schedule/Hours:**

FT or Part time available.

Monday & Friday 8:00 am - 5:00 pm, Tuesday, Wednesday, Thursday 9:30 am – 6:30 pm.

**Beginning salary:** \$32,000/year

**Submit resumes to** [careers@bigmentor.org](mailto:careers@bigmentor.org)