

POSITION/TITLE	Data Organization Specialist	CLASS	Independent Contractor (1099)
GROUP	Information Technology	DEPARTMENT	Information Technology
REPORTS TO	Director, Information Technology and STEAM Programs	DIRECT REPORTS	0
SALARY RANGE	\$45,334	GRADE	
LOCATION/BASED	Greater Pittsburgh Area	PRIMARY LOCATION	Main Office

*The **Urban League of Greater Pittsburgh's** mission is to enable African Americans and other underserved urban residents to secure economic self-reliance, parity and power, and civil rights.*

JOB DESCRIPTION

POSITION SUMMARY/OBJECTIVE

The Data Organization Specialist will manage, streamline, and optimize the data storage, retrieval, and organization systems at Urban League of Greater Pittsburgh. This role is critical in ensuring that our data is efficiently structured and readily accessible, enabling data-driven decision-making and enhancing operational efficiency.

This is a one-year 1099 contract position. Continuation will be dependent upon renewed funding.

ESSENTIAL FUNCTIONS

Data Audit, Integrity, and Assessment

- Conduct a comprehensive review of existing data files and systems.
- Identify areas where data organization and management can be improved.

Strategy Development

- Create and implement effective data organization strategies and systems.
- Collaborate with relevant departments and administrative think tank committee to design data storage and retrieval workflows.

Data Standardization

- Establish and enforce data naming conventions, file structures, and metadata standards.
- Ensure data consistency and quality across all databases and storage platforms.

Data Security and Compliance

- Work closely with IT and compliance teams to ensure data security and compliance with relevant regulations.
- Work with internal IT department to form internal data policies and procedures.
- Implement access controls and data encryption where necessary.

File Migration and Cleanup

- Oversee data migration projects, ensuring seamless transitions between systems.
- Conduct regular data cleanup and archiving to maintain data accuracy and relevance.

Documentation

- Develop and maintain documentation on data organization processes, including data dictionaries and user guidelines.
- Work with strategic partners, i.e., DHS to understand and enforce, maintain data retention policies.

Training and Support

- Provide training to staff on data organization best practices and system usage.
- Offer ongoing support to teams to address data-related queries and challenges.

Technology Evaluation

- Stay updated on data management technologies and tools.
- Evaluate and recommend software or tools that can enhance data organization efforts.

ADDITIONAL NOTES

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. **Duties, responsibilities, and activities may change at any time with or without notice.***

CORE COMPETENCIES

- **Communication** - Effective in multiple modes of two-way communication including verbal, written, listening, negotiation and presentation.
- **Relationship Building** - Develops strong working relationships with individuals internally and externally to achieve goals.
- **Effective Time Management** - Demonstrated ability to manage resources and time to accomplish goals and meet deadlines.
- **Agility** - Ability to adjust behaviors, attitudes, and work processes to meet the changing needs of the clients, communities, and organization. Brings innovative and creative ideas and solutions to the Urban League of Greater Pittsburgh.
- **Client Focus** - Delivers service to meet expectations of both internal clients and stakeholders through the establishing of strong relationships.
- **Critical Thinker** - Works through challenges using a logical process to generate solutions or decisions. Explores new concepts with creativity and enthusiasm.
- **Results Focused** - Sets appropriate goals and gets the job done. Responds to a challenge with drive and enthusiasm.
- **Problem Solver** - Focuses on the problem as stated and tries to synthesize information and knowledge to achieve a solution.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Degree from an accredited college or university in a related field, or equivalent combination of education and experience
- Competent in Microsoft Office Suites, especially Microsoft Teams
- Proven experience in data organization, file management, or information management.
- Strong analytical and problem-solving skills.
- Excellent organizational skills with a keen eye for detail.
- Proficiency in data management software and tools.
- Knowledge of industry standard data privacy and security regulations.
- Effective communication and teamwork skills.
- Ability to work independently and collaboratively.
- Commitment to maintaining data integrity and confidentiality.

PHYSICAL REQUIREMENTS

The physical demands are representative of those that must be met by the Data Organization Specialist to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REVIEWED BY	Director, Information Technology and STEAM Programs, Winford Craig	DATE	
APPROVED BY	Director, Human Resources, Denise Eyler	DATE	
LAST UPDATED BY	Human Resources (pb)	DATE/TIME	01/31/2024, 11:20 am

URBAN LEAGUE OF GREATER PITTSBURGH IS AN EQUAL OPPORTUNITY EMPLOYER.