



Familias en Acción Employment Application

Full Name	
Pronouns	
Position	
Phone Number	
Preferred Email Address	
Physical Address	
Are you bilingual (Spanish & English)	
<p>Are you bicultural?</p> <p>Definition: A person who understands, communicates and is able to navigate the system of knowledge, behaviors, attitudes, beliefs, values, norms and lived experiences within the Latine community and the way these interact within dominant culture spaces.</p>	
Have you ever worked for Familias en Acción before?	
Have you ever applied for a job at Familias en Acción?	
Please describe the experience relevant to the role and length of experience you have?	
Please describe your commitment to health equity and Familias en Acción's mission.	
By submitting this application I am confirming I have read and understand the job qualifications and responsibilities including in person requirements.	
Applicant Signature	



Data, Information & Technology Manager

Familias en Acción's mission is to strengthen the health and well-being of Latine/a/o/x families and communities in Oregon. We promote empowerment and holistic family well-being for Latines/as/os/xs through compassionate community engagement, health education and health promotion, and advocacy for social change.

Familias en Acción offers an array of culturally and linguistically specific programs to the community that address health inequalities, offer prevention tactics, and are aimed at improving health outcomes. Currently, Familias operates 5 distinct programs: Acción Climatica Program, Community Health Workers Workforce Development Program, HIV/STI Sexual Health Program, Nutrition and Food Equity Program, and the Resource Navigation and Engagement Program.

Position Details

Job Title:	Data, Information & Technology Manager
Reports to:	Director of Finance & Operations
Position Type:	Full Time, Exempt (32-hours Four-day work week, Mondays-Thursdays). Hybrid work schedule.
Salary Range:	\$65,835 - \$80,465, depending on experience and skills. Consistent with pay equity best practices, we are proud to present only our best and final non-negotiable offer.
Benefits:	Medical, Dental, and Vision employer paid insurance plan; 401k retirement plan with employer match; 4 day work week, 15 days of paid time off accrual, 12 paid holidays, 2 paid personal floating holidays, and an end-of-year paid winter break between December 24th and the 31st.

Position Description

The Data, Information & Technology Manager is responsible for the overall development and management of IT systems within the organization. This is a new position at Familias en Acción that will work closely with the organization's directors and other managers to develop, implement and maintain IT and data systems and infrastructures. The Data, Information and Technology Manager will build the organization's internal capacity, and enable us to better serve our communities.

Primary Responsibilities

Systems Development & Management (60%)

- Manages and maintains the organization's hardware inventory and software licenses, ensuring that all technology resources remain up-to-date.
- Onboards new staff members onto their hardware and the necessary software needed to perform their job duties.
- Implements security policies and procedures to safeguard the organization's data and protects the organization from threats and scams.
- Collaborates with program managers and IT consultants to develop database tracking systems for program evaluation needs, agency demographic data and external reporting requirements.
- Collaborates with Director of Programs around data collection and intake standardization.
- Coordinates with external IT software developers to implement changes, and monitors budget and costs associated with the project.
- Develops and implements standardized file sharing and file storage practices for the organization.
- Provides project management support across programs to manage various data needs

Staff Support & Training (25%)

- Develops IT processes, identifying areas for improved efficiency, for remote and in-office work; ability to troubleshoot and solve in either environment.
- Provide day to day support to troubleshoot hardware/software issues for staff
- User management, training, and support for both internal and external systems, such as: Wix, Clara, Compass, Unite Us / Connect Oregon, HealthTrio / CareOregon, Trello, CRM, MailChimp, Google Drive, and more.
- Provide consultation, training and in-person help for off-site technical support and equipment
- Clara development for documenting program activities; includes project management, scoping work in collaboration with vendor, utilization of service desk - Jira, collaborate with Director of Programs and Program Managers to standardize workflows and data points across programs
- Clara user management
- Export data from Clara and/or other data systems (GD) to produce reports for contracts, provide quality improvement and process improvement for program
- Supports our annual Latino Health Equity Conference by working with the Conference Planning Team to address any AV and Virtual Platform needs.

Meetings and Supervision (10%)

- Meet regularly with the Director of Finance & Operations for training, feedback and coaching.
- Meet regularly with the manager team members to ensure alignment in management of IT systems with programming

Professional Development (5%)

- Engage in activities to stay up to date on core competences, current events and trends within Latine health, information and technology within the nonprofit space including but not limited to continuing education requirements and certifications, community events, conferences, workshops and classes.
- Participate in activities that bring joy to your work.

This provides a general overview of the breakdown of responsibilities for the Data, Information and Technology Manager position. Other activities and/or projects will be assigned as work continues to evolve and community needs shift.

Required Qualifications

- Minimum 3 years of experience in IT, science, health, or related field
- 2 Years experience in IT management or a similar role
- Strong, analytical problem solving and organizational skills
- Knowledgeable with MacOS, Google Cloud Platform, Zoom; and a familiarity with remote access technologies, data/project management tools, including backup and disaster recovery processes
- Comprehensive understanding of the Health Insurance Portability and Accountability Act (HIPAA) rules and regulations and related security provisions
- Excellent interpersonal skills, especially in cross-cultural settings with demonstrated ability to build relationships quickly
- An understanding of systemic racism and its implications on our community to convey the importance of the organization's work.
- An ability to inspire, create trust, and to lead with integrity.
- A respectful approach to relationships and appreciation for community perspectives.

Preferred Qualifications

- Bilingual in English and Spanish with the ability to communicate effectively, both orally and in writing.
- Bicultural, defined as a person who understands, communicates and is able to navigate the system of knowledge, behaviors, attitudes, beliefs, values, norms and lived experiences within the Latine community and the way these interact within dominant culture spaces.

Desired Skills

- Strong organizational skills.
- Ability to collaborate in an accountable way within and across teams.
- Passionate about social equity causes that drives the work of the organization
- A self-starter, quick learner, with the ability to work independently.

Working Conditions

- Hybrid position: Works in person 2-3 days per week, and remotely 1-2 days per week, meaning on average 70% (of the 32 hour work week) of the position responsibilities will require in-person work.
- Occasional work on evenings and weekends and travel to locations is required.
- Valid Driver's License, insured and reliable car for transportation.
- Employment is contingent on passing a background check.
- Frequent use of keyboard, monitor, mouse, telephone and/or headset.
- Ability to lift 10-20 pounds occasionally

To apply please submit your resume, cover letter and Familias application to info@familiasenaccion.org with subject heading "Data, Information & Technology Manager Application"