



POSITION: Data Support Specialist – *Temporary six (6) month position* [APPLY HERE!](#)
(Reports to Program Evaluation Manager)

DEPARTMENT: Executive/Administrative (South Side Office)

PAY RATE/FLSA: \$15.00 to \$19.00 per hour/Full Time – Non-Exempt (35-hour work week)

YWCA Greater Pittsburgh offers a generous and competitive benefits package including:

- Medical, dental and vision benefit options
- Paid life insurance
- Paid holidays
- Personal Time Off (Up to 10 days)
- Employee assistance program
- 403 B
- Professional development opportunities
- Twenty-five percent (25%) employee discount on childcare at YWCA Homewood location

JOB SUMMARY:

The Data Support Specialist will provide data support for YWCA programs by utilizing both internal and external database systems to maintain the integrity of YWCA data. They will also compile and generate reports regarding statistical, demographic, quantitative and qualitative information on a timeline basis.

ESSENTIAL JOB FUNCTIONS

Data Input and Maintenance

- Conduct data input and analysis and run data queries.
- Ensure data is entered timely and accurately.
- Maintain data integrity and security.
- Transform or transfer data upon request.
- Perform data cleansing and validation.

Data Reporting

- Perform data requests in a timely manner.
- Prepare reports for management as requested for meetings, presentations, etc.

DESIRED KNOWLEDGE/SKILLS/ABILITIES:

- **A strong commitment to our mission of eliminating racism and empowering women.**
- **Skills** – Skills needed for success in this position include, but are not limited to; mathematical aptitude, analytical mindset, attention to detail and strong organizational skills.
- **Experience** – Proficiency in Microsoft Office with special emphasis on Excel and the ability to create, update and maintain Excel dashboards.

(If you meet some, but not all the above qualifications, we still encourage you to apply)

ABOUT YWCA GREATER PITTSBURGH:

Founded in 1867, YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As a social justice organization, we have a deep commitment to tackling gender inequities and systemic racism; particularly in the places where these systems intersect. We provide direct services, empowerment programming and advocacy to support individuals and families, especially women and girls of color. We strive to become a model nonprofit workplace for a diverse workforce, ensuring that all staff members are paid a living wage and offered competitive benefits, and meaningful opportunities for professional development and career advancement.

MISSION IMPACT:

YWCA Greater Pittsburgh employees are working tirelessly at promoting racial justice, reducing race and gender disparities, and deliberately addressing the challenges and celebrating the triumphs of living at the intersection of race and gender. As a Data Support Specialist with YWCA Greater Pittsburgh, you will have the opportunity to support and advance YWCA Greater Pittsburgh's mission by providing direct services and/or advocating to support marginalized individuals and families, especially women and girls of color, while working to challenge structural barriers to equity.

EQUAL EMPLOYMENT OPPORTUNITY POLICY: *YWCA Greater Pittsburgh will not discriminate against any applicant or employee based on age, sex, sexual orientation, gender identification, gender expression, race, color, creed, ethnicity, origin, lineage or citizenship, genetic information, neurodiversity, disability, family status, marital status, military or veteran status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. YWCA Greater Pittsburgh also abides by the Crown Act.*

Applicants requiring reasonable accommodation for the application, prescreening and/or interview process should notify a representative of the Human Resources Department.