COMMUNITY
COALITION
people. power. progress.

COMMUNITY COALITION MISSION STATEMENT: *To help transform the social and economic conditions in South Los Angeles that foster addiction, crime, violence and poverty by building a permanent community institution that involves residents in creating, influencing and changing public policy.*

SUMMARY STATEMENT: Community Coalition is a dynamic, progressive organization that values teamwork and mutual support. Employees have the privilege of working with management and staff members who are passionate, energetic and committed to social change. Leadership development is a core value of the organization and employees are encouraged to seek and participate in trainings and other learning opportunities to broaden their skills and knowledge base.

MEMBERSHIP PROGRAM OVERVIEW: Community Coalition launched its dues-paying membership program in July 2015. Membership is politically significant to Community Coalition because it represents commitment from our South Los Angeles constituency and others to the organization and its values. Membership is also a fundraising strategy to help bring more unrestricted dollars into the organization. The organization's goal is to build a base of 15,000 dues-paying members.

JOB DESCRIPTION: The Data Specialist will play a key role in the growth of the organization's dues-paying membership by establishing and maintaining a database that can track member activity and engagement, as well as house demographic and other data. The goal is to develop rich member profiles that can inform cultivation strategies to maximize member activism.

Additionally, the Data Specialist will be responsible for evaluating and addressing the data needs of the organizing, civic engagement, communications and development departments to develop and maintain a comprehensive database that can serve the organization holistically.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):
1. Assess organization data needs and make recommendations as to the fit of the organization's current database system
2. Perform back end database maintenance on a regular basis
3. Create reports that respond to organizational needs
4. Enter data in an accurate and timely manner
5. Track member information, activity, communication
6. Establish database training protocol for staff, members and volunteers.
7. Assist in research project to determine the best methods for signing up dues-paying members from a base of South Los Angeles voters
8. Compile and input multiple lists and data sets in different formats into database

JOB REQUIREMENTS:
Knowledge Requirements
- Ability to navigate the Nation Builder database system
- Experience using data and targeting tools such as PDI
- Familiarity with software commonly used in the non-profit sector, including Give Effect, Sales Force, etc
- Familiarity with ArcGIS and other mapping applications
- Familiarity with South Los Angeles and issues impacting the community.
- Familiarity with community organizing
- Knowledge of proper telephone and e-mail etiquette
- Knowledge of proper English usage, spelling, grammar and punctuation

Skill Requirements
- Self-starter, able to work well independently and as a part of a team
- Excellent communication and interpersonal skills (written and verbal)
- Ability to prioritize and manage multiple projects simultaneously
- Ability to work under pressure and meet deadlines
- Ability to take direction and feedback
- Skill in independently prioritizing, planning, coordinating, organizing, leading and monitoring multiple organizational projects of a complex nature simultaneously and quickly adapting to changes in time frames.
- Highly proficient computer skills including Word, Excel, PowerPoint, and email applications.
- Exemplary customer service skills including the ability to identify needs, provide prompt response, and exercise patience, respect and professionalism in all interactions.
- Skill in researching and analyzing issues and offering creative solutions.
- Highly effective organizational and time management skills.

Please send resume & cover letters to jobs1@cocosouthla.org, the subject should read "Data Specialist: First Name Last Name"