



Job Description: Community Trainer Data Specialist

Position Summary:

We are seeking a highly organized and detail driven trainer and data specialist to join our team. In this position you will be responsible for organizing and growing a plan to implement a two- county, cloud based, case management system and to support various projects and initiatives. You will also support United Way of the Lowcountry, Inc.'s commitment to excellent customer service by facilitating communication and relationship-building with community partners, key stakeholders, clients and local organizations.

Charity Tracker: 75%

- Administer and coordinate CharityTracker training sessions for existing and new users;
- Conduct at least one group training monthly, with additional training sessions as-needed to meet demand.
- Ensure that End User License Agreements are signed by all participants, and recorded & filed accordingly.
- Provide administrative and technical support for the CharityTracker system by answering requests for training, technical assistance with system usage, and fielding other general questions from the public regarding the CharityTracker system.
- Maintain the CharityTracker database.
- Assist the HSA in development and implementation of measurable CharityTracker goals, in coordination with Together for Beaufort County; Prepare CharityTracker data reports to demonstrate progress made towards those established goals.

Data Management: 25%

- Oversee the maintenance of current information in the Community Directory of Services and ensuring the 211 system has updated information to disseminate.
- Work in conjunction with other community service organizations on complex cases that require multiple agency intervention.

- Works in conjunction with the Marketing Department to provide material that documents the positive impact UWLC's assistance has made in the lives of Beaufort and Jasper families.

Key Competencies:

- Minimum of five years extensive work experience in the field of social work and/or referral services.
- Must be fluent with the cloud based, client management software Charitytracker or similar.
- Must be fluent in Spanish.
- National Information and Referral Specialist Certification or other Human Services credentials, preferred.
- Must have experience with the concept of "Toxic Charity" and know how to implement its guiding principles in the work they do.
- Must have working knowledge with the Bridges Out of Poverty construct
- Familiarity with health and human service delivery system.
- Excellent teamwork, interpersonal and constituent service skills including the ability to work respectfully and inclusively with a diverse employee population and multiple stakeholders
- Must possess superior public speaking skills, interpersonal and motivation skills, and written and oral communication skills
- Demonstrated ability to work and function with confidential information and data
- Ability and flexibility to work under tight schedules and deadlines
- Analytical, reasoning, and complex problem solving skills.
- Ability to prioritize and quickly switch between projects.
- Must have a high attention to detail; concern for accuracy.
- Self starter; demonstrated ability to work independently and within teams, meet deadlines and manage projects effectively.

Other Requirements:

- Valid South Carolina driver's license, proof of auto insurance coverage, daily access to a personal vehicle.
- Professional demeanor and appearance a must.
- The incumbent will travel via personal vehicle to workplace events and meetings and will be reimbursed for mileage.

Join our team and help us be the leading force for social change to improve basic needs, education, health and economic mobility outcomes for the citizens of Beaufort and Jasper counties. We offer a competitive compensation package, opportunities for professional growth, and a supportive work environment. Apply today to be part of our dynamic team!

Job Type: Full-time

Salary: \$40,000.00 - \$45,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Day shift

Language:

- Spanish (Required)

Ability to Relocate:

- Beaufort, SC 29902: Relocate before starting work (Required)

Work Location: In person

Please send a cover letter and resume to:

Chrystie Turner

Executive Vice President

cturner@uwlwcountry.org