



RAYS  
Renton Area Youth  
& Family Services

## Data/Technology Manager – Healthy Start Program Job Announcement

### GENERAL RESPONSIBILITIES

The Data/Technology Manager oversees the basic Data and Technology functions at Renton Area Youth & Family Services (RAYS) for the Healthy Start program, including database management, reporting outcomes, and providing training and support to RAYS staff. This position works at the RAYS main office, and requires multidisciplinary collaboration with RAYS staff and community partners. Strong candidates bring passion for and experience working in diverse non-profit setting. This is a part time, 20-25 hour per week as needed position, with benefits.

Salary for this position is \$20 per hour to start, plus benefits.

### ESSENTIAL JOB FUNCTIONS

- Serve as database administrator for **Salesforce and Penelope**,
- Oversee roll-out of new systems (Penelope) including testing and training for RAYS staff,
- Compile and submit RAYS quarterly and yearly **outcome and demographic reports** using Salesforce or Penelope data systems in partnership with RAYS program assistants,
- Establish and maintain updated **technology policies and procedures**,
- Provide **trainings** on technology systems, database and other technology topics to staff and interns,
- Perform other duties as assigned, related to Best Starts for Kids grant data requirements.

### SUPERVISION RECEIVED

The Data/Technology manager will be supervised by the Executive Director.

### REQUIRED QUALIFICATIONS

- Prior successful experience with database management
  - Salesforce or Penelope preferred.
- Experience with deploying new software platforms preferred.
- Ability to interpret data for use in programs.
- Proficiency with Excel.
- Demonstrated skills in oral and written communication.

- Strong desire to work with diverse groups.
- Commitment to racial, social and economic justice,

**WORKING CONDITIONS AND PHYSICAL ABILITIES**

Work is performed in an office setting. Some travel to off-site locations may be required. Hand eye coordination and fine manipulation skills are necessary to operate computers and office machinery.

*Renton Area Youth and Family Services (RAYS) is an Equal Opportunity Employer. RAYS does not discriminate in employment and personnel practices on the basis of race, sex, color, national origin, ancestry, creed, religion, age, sexual orientation, marital status, veteran status, citizenship, the presence of ant sensory, mental or physical handicap, HIV/AIDS status or any other basis prohibited by statue.*

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Employee Signature

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Date

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Supervisor Signature

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Date