



Removing barriers. Building prosperity.

Data Quality Advocate Volunteer Position Posting

Help us demonstrate our impact!

Do you love seeing numbers that demonstrate impact? Cleaning up data? Figuring out what information best tells the story of results? Then we're looking for you! Support our small, but mighty team by ensuring that our data efficiently and effectively captured. This will include things like running reports, cleaning up data, working with staff and volunteers to ensure data is entered, and suggesting changes to evaluation systems and processes. In short, being the primary advocate for good data management.

Daily Work is committed to having a diverse staff, intern, and volunteer workforce. We encourage people from all racial, ethnic, socioeconomic backgrounds to apply.

About Daily Work

Daily Work is an independent, nonprofit organization providing individualized career services to job seekers who face significant barriers to gaining employment. Daily Work's mission is to provide employment services and mentoring so all job seekers can thrive, resulting in a community where everyone can work, grow, and contribute. Daily Work focuses on employment as a means to long-term self-sufficiency and a thriving life. Employment is not seen in isolation, but as an integral element of a healthy, holistic life experience. Daily Work considers all these elements in serving our diverse community and it drives our commitment to an "all are welcome" approach to serving people who desire work. We believe that everyone deserves the opportunity to experience the positive impacts of work in their life.

The Data Quality Advocate Will Spend Their Time Doing Things Like...

- Review data from our client management system to identify errors, missing information, data quality issues.
- Work with staff to correct errors, keep information updated.
- Track and prepare reports that can be used to tell the story of Daily Work's impact and inform program delivery.
- Working with all data users to actively drive engagement, adoption and usage.

Work Logistics

- **2-5 hours/week.**
- Position is unpaid, but there will be opportunities for networking and professional development.
- **Minimum commitment of six months** required.
- Schedule: Flexible.
- The option to work in-person and/or remotely with occasional participation in meetings – in-person or virtually.

Skills/Qualities Desired

- Intermediate to advanced computer proficiency to include working with databases, spreadsheets, and reporting
- Exceptional verbal, written and interpersonal communication skills
- Experience with Excel a plus
- Microsoft Office and Google Platform experience a plus
- Commitment to diversity and ability to effectively interact with people from diverse cultural, socioeconomic, and ethnic backgrounds
- Interest and ability to work with volunteers and internship students
- Strong analysis skills
- Strong reasoning and organizational skills
- Able to interact professionally and effectively with job seekers, interns, volunteers, supervisors, and members of the community
- Detail oriented
- Qualities: task- and implementation-oriented, creative, innovative, flexible, and self-motivated toward achieving excellence, ability to prioritize and work well under deadline.

Note: To ensure the safety of staff and job seekers, we conduct a background check of applicant's criminal history. Daily Work will consider applicants with a criminal record on a case by case basis. Typically, crimes against people or crimes of a more recent nature may be cause for Daily Work to deny a volunteer application.

Daily Work also requires volunteers and interns who come to the office or meet with job seekers to be vaccinated and boosted for Covid 19.

What We Can Give You

This is an opportunity to give back to others while supporting job seekers in our community. Stay busy and be an important team member in a small organization. Build your professional network and add skills to your resume while enjoying a fun, flexible work environment where you can see the difference you are making every day.