

Position: Systems & Data Specialist

Job Location: Sacramento, CA

Position Type: Part-Time

Since 1982, California Capital Financial Development Corporation (California Capital), a nonprofit 501(c)(3) corporation, supports the economic health of our community through capacity-building and access to capital programs for small businesses and entrepreneurs. Certified by the U.S. Department of Treasury as a Community Development Financial Institution (CDFI), since 2002, we are a mission-based organization, focusing on programs and services with a goal of creating asset and wealth development in low/moderate income, diverse and underserved communities. California Capital provides technical assistance through a continuum of services including business training, one-on-one counseling, and a number of access to capital programs. California Capital also holds the designation as an SBA Women's Business Center, a Procurement Technical Assistance Center, and a Sacramento Employment and Training Agency Business Information Center. More information is available at: www.cacapital.org

California Capital is seeking a Systems & Data Specialist to support staff across multiple programs with data and systems administration, development, and implementation. Working with a team, this position will be responsible for ensuring the accuracy and completeness of data, developing reports for internal and external audiences, and presenting on findings of data analysis, surveys, and research conducted by California Capital. In supporting California Capital's direct services, this position will assist with projects including the implementation learning management systems, research, and outcome tracking. This position requires understanding of the financial services industry, the function of CDFIs, and prior experience in data collection, data evaluation, and reporting. Understanding of research and survey methods and the ability to interpret, explain, and visualize data are also critical to this position.

Due to the impacts of COVID-19, this position is remote, and California Capital will follow all state and local data and guidelines to ensure a safe reopening. Candidates must be able to conduct business remotely and communicate through video conferencing and emails.

Responsibilities:

- Ensure accuracy of data collection and data warehousing.
- Develop and implement recommendations for system, data automation, and process improvement.
- Work collaboratively with Program Directors and on database maintenance, reports, and program metrics tracking, including survey and research reports
- Respond to Data requests to support program staff as needed and ad hoc reporting.
- Develop and provide systems training, onboarding, and up-training for existing staff.
- Participate in process improvement through cyclical curriculum review and analysis
- Interact with 3rd party vendors to develop system integrations for curriculum and program enhancements

- Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty.

Knowledge, Skills and Abilities:

- Plan, organize, prioritize and perform multiple tasks to perform job functions with strong attention to detail.
- Maintain knowledge and awareness of practices and standards of various California Capital programs.
- Ability to work independently with moderate supervision.
- Ability to communicate and collaborate effectively to support program management staff.

Minimum Qualifications and Requirements:

- Bachelor's degree from an accredited institution required; Social Sciences background preferred.
- Minimum of 5 years professional experience.
- Background in online / distance learning and adult learning theory is desired.
- Prior related work experience in the non-profit and/or public sectors is a plus.
- Detail-oriented, with ability to work both independently and with a team.
- Read, comprehend and interpret written materials of moderate to complex difficulty
- Excellent verbal, written, and interpersonal communication skills.
- Highly proficient with database management and enterprise-level Client Relationship Management software.
- Ability to become proficient in using internal and programmatic reporting portals.
- Excellent analytical and critical thinking skills are required.
- Occasional evening and weekend hours may be required.
- Must be willing to attend events and meetings on behalf of California Capital as needed

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

California Capital is an equal opportunity employer that seeks diversity with respect to race, ethnicity, culture, gender age, sexual orientation and physical abilities.

How to Apply:

Interested candidates should email resume with a cover letter to careers@cacapital.org with "Specialist" included in the subject line. Must be a U.S. citizen or permanent resident to comply with ITAR; and a valid driver's license. Offers of employment are contingent upon completion of a satisfactory background and reference check.