Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 1200+ people strong and growing!

You could play a key role supporting the **CCFA** Division! Go to our job board to apply: job board

The Project-Based Data & Reporting Specialist job at a glance

General Summary

Under general supervision of the FRC Program Services Administrator, with reporting priorities for other FRC programs set by the FRC Program Manager, the Data & Reporting Specialist collects, validates, and reports program data for Family Resource Center (FRC) services. The position ensures accurate and timely reporting to funders, supports program staff with data collection and data quality, and provides data insights to FRC leadership.

This is a remote, part-time position that may require occasional evenings and weekends based on program and reporting needs.

Project-Based Position: This is a project-based position n with an anticipated end date of June 30, 2028. The duration of the assignment subject to business and program needs and may be modified based on those needs. Employees in project-based positions may apply for other CCRC employment opportunities for which they meet the minimum qualifications.

Core Benefits!

- **Remote Position**
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
    - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and ***90%*** vision coverage!
    - There are a variety of medical and dental plans offered.
    - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
    - Upon meeting eligibility, employees receive a ***5% contribution*** and may participate in the ***match of 50% up to the 1st 7% of deferrals***
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture**: Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

While working in a team environment, the Data & Reporting Specialist is responsible for:

Contract Reporting & Compliance (40%):

- Prepare and submit County and Funder required reports for the Family Resource Center (FRC), including:
    - Monthly service reports (participants served by service type, demographics such as age, ethnicity, and household income, and attendance for events, workshops, and programs)

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    - Quarterly program performance reports (progress toward enrollment goals, program impact measures, outreach and engagement statistics, and community partnerships)
    - Biannual program effectiveness assessments based on measurable outcomes
    - Ad hoc reports as requested
- Compile incident and risk management data, prepare quarterly risk management reports, and support the timely reporting of incidents within twenty-four (24) hours.
- Support quarterly expenditure reporting by providing program data to Finance and program leadership.
- Define criteria and standard data definitions, and ensure reports are accurate, complete, and submitted on time.
- Track contract performance measures and deliverables against targets. Alert the FRC Program Manager and program leaders when enrollment, outcomes, or deadlines are at risk.
- Prepare and submit required reports for other assigned FRC programs and funders, applying the same data standards, definitions, and deadlines.
- Maintain knowledge of applicable program regulations, grant guidelines, and funding terms and conditions necessary for accurate reporting.

Data Collection, Quality & Systems (35%):

- Design and maintain data collection tools, forms, and tracking systems for FRC services, including counseling, mentoring, tutoring, workshops, support groups, and community events.
- Provide clear instructions and training to staff on data entry, documentation standards, and required data fields.
- Conduct regular quality assurance reviews of program data and documentation for accuracy, completeness, and timeliness, and follow up with staff on corrections.
- Maintain program databases and spreadsheets, clean and validate data, and securely manage participant information in accordance with County and agency privacy and security requirements.
- Utilize data to respond to ad hoc information requests from program leadership, funders, and partners.

Analysis, Outcomes & Communication (15%):

- Analyze program data to identify trends, service gaps, and progress toward outcomes, such as improved school performance for tutoring and improved parental engagement for parenting classes.
- Create dashboards, summaries, and visualizations to communicate results to program staff, leadership, and funders.
- Present data findings and recommendations to FRC leadership, staff, and community partners, and support continuous quality improvement.

Collaboration & Administrative Support (10%):

- Follow the FRC Program Services Administrator's direction on San Bernardino County contract reporting and the FRC Program Manager's on other FRC programs, flagging competing deadlines promptly so priorities can be set.
- Collaborate with the FRC Program Manager, Site Manager, Program Services Administrator, Finance, Research, and program staff to align data practices and reporting.
- Actively participate in internal, external, and County required meetings, trainings, and committees.
- Record time worked by program and funding source in accordance with agency time-and-effort requirements.
- Prepare high-quality business documents, submit mileage and expense reports, and support administrative tasks

Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

- Contribute to informational materials and communications.
- Attend the required County CFS Contractors Fair and other mandatory County meetings.
- Perform other duties, as assigned.

Job Specifications

Minimum Required

- **Education:** Bachelor's degree required in Social Sciences, Public Policy, Human Services, Business Administration, Data Science, Statistics, or a related field; an equivalent combination of education and relevant experience may be considered.

- **Experience:** Two (2) years of experience in data collection, data management, and reporting, including preparing reports for funders or government agencies. Must possess a high level of customer service skill to positively interact with program staff and partners.

- **Technical Requirements:**
  - Intermediate proficiency in Microsoft Excel (including formulas, lookups, and pivot tables), and intermediate proficiency in Word, PowerPoint, and Outlook.
  - Experience using databases, case management or electronic health record systems, or other data management software to collect, validate, and report program data.
  - Experience using survey or form-building tools (e.g., Microsoft Forms, Jotform, Qualtrics) to create data collection instruments.
  - Knowledge of data visualization tools.
  - Knowledge of data privacy and security practices for handling confidential participant information.

- **Behavioral:**
  - Cooperative work, effective Organization skills and Customer Service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking; strong leadership skills.
  - Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.
  - Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
  - Show ability to have flexibility, maturity of judgment, and ability to work collegially.
  - Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiative.
  - Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
  - Adherence to technological security in accordance with Agency policy and legal requirements.
  - Excellent analytical skills and attention to detail.
  - Excellent verbal and written communication skills, with the ability to explain data to non-technical audiences.
  - Ability to work effectively and diplomatically with program staff, leadership, funders, and community partners.
  - Ability to ethically handle personally identifiable information (PII) and protected health information.
  - Complete annual County Human Services Privacy and Security training, sign the annual Confidentiality Statement, and immediately report any suspected or actual breach of confidential information.

- **Travel:** Rare travel/business related driving required; This position requires travel. Staff may choose any mode of transportation (driving, walking, bicycling, carpooling, etc.) to arrive to and depart from the location where attendance is required. Should a staff member choose to drive, the staff member must become an approved driver with CCRC prior to driving on behalf of CCRC. Approved drivers driving on behalf of CCRC may choose to drive a

CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and receiving DMV clearance.

- **Work Schedule**: Part- time, typically Monday through Friday, a non-traditional schedule, including early mornings, late evenings, and weekends may be required as needed to meet reporting and program needs.

- **Work environment**: This position is remote, performing work at the assigned Family Resource Center site and remote work. The position is subject to typical indoor working conditions, including moderate noise and temperature variations. Positions classified under remote requires up to 9 office visits per quarter, depending on business needs, trainings and events

- **Background & Health Clearance Requirements:** background requirements determined according to the requirements of the program(s) which the position will be supporting.

  - **Background check required.** As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
  - **Live Scan Clearance / DOJ Fingerprinting**: For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
  - **Health Clearance**: For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with "at risk" populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
  - **MVR / DMV clearance** in accordance with CCRC's liability insurance provisions: For positions where driving is required.
  - **Child Development Permit**: For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
  - **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
  - **Federal Debarment Checks**: For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)
  - **Credit & Bankruptcy Check:** For positions with fiscal responsibility (roles with authority over financial transactions), a credit and bankruptcy check will be conducted to assess financial responsibility in alignment with agency standards and applicable laws, including the federal Fair Credit Reporting Act (15 U.S.C. 1681 et seq.) and California Labor Code restrictions on credit reports (Labor Code 1025.5.)

Preferred

All minimum requirements above met, plus:

Experience:

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- Experience with County, State, or federally funded human services or early childhood programs and their reporting requirements.
- Experience with data visualization or business intelligence tools (e.g., Power BI, Tableau) and/or SQL.
- Knowledge of evaluation tools and measures common to family support and early education programs.
- Bilingual preferred. Ability to converse, write and/or translate in English and Spanish or Armenian.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	**Hours Per Day**				
	NA	**0-2**	**3-4**	**5-6**	**7-8**
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	☐	X	☐	☐	☐
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	☐	X	☐	☐	☐
Crawling: Moving about on hands and knees.	X	☐	☐	☐	☐
Crouching: Bending the body downward and forward by bending the leg and spine.	☐	X	☐	☐	☐
Driving: A car, truck, forklift or other types of moving equipment.	☐	X	☐	☐	☐
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching skin, particularly that of the fingertips.	☐	☐	☐	X	☐
Grasping: Applying pressure to an object with the fingers.	☐	☐	X	☐	☐
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	☐	☐	☐	☐	X
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	☐	X	☐	☐	☐
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting up to 30lb** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☐	X	☐	☐	☐
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting 30lb – 50lb** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	X	☐	☐	☐	☐
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting 50lb+** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	X	☐	☐	☐	☐
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	☐	X	☐	☐	☐
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	☐	X	☐	☐	☐
Reaching: Extending hand or hands and extending arm or arms in any direction.	☐	☐	X	☐	☐
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	☐	☐	☐	☐	X
Sitting: Particularly for long periods of time.	☐	☐	☐	X	☐
Standing: Standing or staying on feet for sustained periods of time.	☐	X	☐	☐	☐

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Physical Activity					
Activity List the number of hours spent performing the activity.	**Hours Per Day**				
	NA	**0-2**	**3-4**	**5-6**	**7-8**
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	☐	X	☐	☐	☐
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	☐	☐	☐	☐	X
Twisting: Turning from right to left at the waist.	☐	X	☐	☐	☐
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	☐	☐	☐	☐	X
Walking: Moving about on feet to accomplish tasks.	☐	☐	X	☐	☐
Physical Activity					
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	x		☒	☐	☐
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	x		☐	☐	☐
Crawling: Moving about on hands and knees.	x	☒	☐	☐	☐
Crouching: Bending the body downward and forward by bending the leg and spine.	x	☒	☐	☐	☐
Driving: A car, truck, forklift or other types of moving equipment.	☐	x	☐	☐	☐
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	x	☐	☐	☐	☒
Grasping: Applying pressure to an object with the fingers.	☐	☐	☒	☐	x
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	☐	☐	☐	☐	x
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	x	☐	☒	☐	☐
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting up to 30lb** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☐	x	☒	☐	☐
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting 30lb – 50lb** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	x	☐	☒	☐	☐
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting 50lb+** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	x	☐	☒	☐	☐
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	☐	x	☒	☐	☐
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	☐	x	☒	☐	☐
Reaching: Extending hand or hands and extending arm or arms in any direction.	☐	x	☒	☐	☐
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	☐	☐	☐	☐	x
Sitting: Particularly for long periods of time.	☐	☐	☐	x	☐
Standing: Standing or staying on feet for sustained periods of time.	☐	☐	☒	x	☐
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	x	☐	☒	☐	☐

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Physical Activity					
Activity List the number of hours spent performing the activity.	**Hours Per Day**				
	NA	**0-2**	**3-4**	**5-6**	**7-8**
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	☐	☐	☐	☐	x
Twisting: Turning from right to left at the waist.	x	☒	☐	☐	☐
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	☐	☐	☐	☐	x
Walking: Moving about on feet to accomplish tasks.	☐	☐	x	☐	☐

Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations
If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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