



Data Assistant – Countywide

The Data Assistant will support program monitoring and evaluation by collecting, reviewing, and entering qualitative and quantitative program data. Working with program staff, the Data Assistant will monitor data tracking mechanisms and ensure databases are functioning so that data is accurately recorded and tracked. This position reports to the Data and Continuous Quality Improvement Supervisor. This position can be either located in the Santa Barbara, Santa Maria or Lompoc office.

Employment Standards

- Excellent analytical, computer, written and verbal communication skills required.
- Professional attitude, teamwork, and ability to maintain confidentiality a must.
- Experience working with quantitative data preferred.
- Proficient in Microsoft Office; can adapt to using various types of software.
- Reliable transportation preferred to travel throughout Santa Barbara County.

Classification, Hours and Pay Rate

- The position has both full-time and part-time opportunities available. Please indicate in your application how many hours you are looking for.
- Positions working 20 or more hours per week are eligible for sick leave accrual, vacation accrual, plus holidays. Positions working 30 or more hours per week are eligible for the same sick leave, vacation, and holidays, plus benefits: medical, dental, vision, life insurance, flexible spending accounts, and a 403(b) retirement plan.
- Pay is dependent on experience.

Family Service Agency (FSA) has long been regarded as one of Santa Barbara County's most reliable and effective nonprofit human service organizations. Our mission is to strengthen and advocate for families and individuals of all ages and diversities, helping to create and preserve a healthy community.

We are committed to providing services where they are needed most: in the community. Eighty percent of our services are delivered on school campuses, at community centers and in clients' homes. Our programs, which serve more than 25,000 people annually, combine clinical expertise, bilingual and bicultural staff, and close collaboration with other agencies. At FSA, all services are provided free or on a sliding fee/donation scale and no one is denied assistance because of an inability to pay.

To apply for this position, please reply to this ad with your cover letter and resume. You may also send your materials to:

Attention: HR
Family Service Agency
123 West Gutierrez St.
Santa Barbara, CA 93101
hr@fsacares.org
Fax: 805.965.2178
EOE