

Title: Data Scientist

FLSA Status: Non-exempt

Hours: 40 hours per week

Salary: \$28.5/hour

Reports to: Director of Health Services

Date: April 1, 2024



To Apply

- Please submit cover letter and resume via email to jobs@gaycity.org
- Please use “ _____ - **Your name**” in the subject line

Our Vision

Seattle's LGBTQ+ Center is the definitive hub for LGBTQ+ individuals seeking affirming and responsive resources, wellness, and community.

Our Mission

Seattle's LGBTQ+ Center cultivates access and connections to promote self-determination, liberation and joy in our communities.

Position Summary

The Data Scientist will use their knowledge of the LGBTQ+ community and racial and social justice, to develop a strategic data program for Seattle's LGBTQ+ Center that captures and highlights the formative work done by the Center. The Data Scientist is responsible for overseeing the data needs of Seattle's LGBTQ+ Center, including maintaining the Health Services EMR, conducting grant reporting, and monitoring progress towards program goals.

Duties and Responsibilities

- Manage and maintain data systems including those for patient level data entry and reporting.
- Conduct monthly and/or quarterly data reporting for grantors in alignment with contract requirements.
- Work with the Clinic Manager to ensure data quality and confidentiality.
- Collaborate with Program Managers for specific programs' data collection and analysis needs.
- Develop program evaluation and monitoring processes in partnership with Program Managers and Directors.

- Present data to the board quarterly or as requested in partnership with the Executive Director.
- Provide data support for the Center's annual report.
- Conduct internal evaluations to ensure efficiency and accuracy in data systems.
- Support quality improvement strategies carried out by program managers.
- Assist Directors in monitoring the goals and strategic vision for the Center.
- Provide data support for all research studies conducted by or in collaboration with the Center.
- Provide data support for grant applications.
- Oversee Data Volunteers and Practicum Students assisting with data projects.
- Create and manage a universal data collection method for the organization.
- Perform other related duties as assigned to support the overall mission and goals of the Center.

Qualifications (required)

- A demonstrated commitment to [our mission, vision and values](#).
- Experience working with transgender/gender nonconforming (T/GNC), lesbian/gay/bisexual/queer (LGBQ) communities, youth communities, and their intersections.
- General knowledge of barriers that impact BIPOC, T/GNC, LGBQ, youth communities, and their intersections.
- Ability to speak, read, and write in English.
- Knowledge of and experience with best practices with public speaking, audience participant engagement, and change-making training methodologies.
- Familiarity and experience with Google Suite: Google Calendar, Drive, Docs, etc.
- First-hand experience in and with:
 - Experience with Microsoft Suite including demonstrated proficiency in using Excel for data analysis and visualization.
 - Experience developing and carrying out program monitoring and evaluation plans.
 - Willingness and demonstrated ability to learn new software or programs.
 - An understanding of intersectionality, the social determinants of health, and data equity.
 - Strong attention to detail and ability to multi-task, organizing and prioritizing multiple projects.
 - Highly motivated and flexible, with the ability to adjust to rapidly changing priorities and new projects.
 - Strong communication skills and ability to engage multiple levels of stakeholders.

Qualifications (preferred)

- Bachelors in Data Science, Biology, Health Sciences, or Data Management.
- 2-3 years conducting data collection and evaluation for research studies.
- Experience developing data management plans for Community Based Organizations.

Benefits

- Full healthcare, dental, and optical coverage offered.

- Generous vacation, paid holidays, sick leave, and safe leave after successful completion of the 90-day introductory period.
- Seattle's LGBTQ+ Center recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan with a 3% employer contribution.
- Free ORCA Pass.

I-9 & Vaccine Compliance

On your first day of work, you will be required to provide proof of your eligibility for employment under the Immigration and Reform Control Act of 1986, as amended. Therefore, please bring proper photo identification, such as your passport, or your driver's license and social security card on your first day. You will also need to provide proof of COVID vaccination.