

POSITION ANNOUNCEMENT Data and Website Specialist

Job Type: Permanent, Full Time (40 Hours/week)

Rate: \$50,000 – \$60,000 (annually) DOE

Location: Anywhere in Wisconsin. If the employee lives within 45 miles of a DRW office, they will have the option to work fully in-office or under a hybrid work arrangement. Residency outside the 45-mile range qualifies to work fully remote. Must be a Wisconsin resident.

Application Instructions: Complete our online application with included questionnaire online and attach resume at www.disabilityrightswi.org/careers.

Application Deadline: 5/09/23. Position will remain open until filled

Alternate formats of this Position Announcement are available upon request. Materials may be submitted in alternate formats if necessary.

What is DRW?

Disability Rights Wisconsin is the state's Protection and Advocacy system, charged with protecting the rights of individuals with disabilities and keeping them free from abuse and neglect. Employing a variety of means, our advocates and attorneys use individual casework and systems advocacy to achieve positive changes in the lives of people with disabilities and their families. We are seeking employees who value this work. In turn we treat our employees well, offering a supportive environment, talented colleagues, excellent benefits, and generous leave.

DRW arose out of a disability civil rights movement demanding that the abuse of people with disabilities end and that people with disabilities be included in life, school, workplaces, and communities. Our core values include Diversity, Dignity, Independence, Accessibility, Inclusion, Human Rights, and Liberation.

A diversity-based approach to disability rights recognizes the intersectional nature of oppression experienced by people with disabilities from underprivileged and underserved communities. We strive to create a welcoming and inclusive environment at DRW. We work to specifically address disability-related injustices at the intersections of disability and race, disability and gender, disability, and gender-based violence, and more.

Job Summary

The Data and Website Specialist is responsible for the reporting, training, documentation, accessibility, assisting with development, and quality of DRW's data in our client databases and other data sources (SharePoint, webforms, surveys, etc.). This role will assist in further development of the DRW's websites and creating new pages, and will work with other staff to create, or support the creation of, posts to social media. The Data and Website Specialist is a highly detail-oriented person with strong computer skills who is committed to high quality, accurate, and useful data. Must have excellent customer service and communication skills, including the ability to provide engaging training and helpful troubleshooting for staff. This role will be proactive in seeking new ways to advance the IT team's goals of demonstrating the organization's impact, improving efficiency, and strengthening DRW's data resources.

Key Responsibilities

1. Information Systems – 70%

- Collect and analyze data for quality and accuracy and distribute scheduled reports to staff or grants reporting systems
 - Ensure the safety of confidential data by providing them only to those who require access
 - Effectively communicate with staff on reporting needs and deadlines
 - Proactively work with staff on data reporting needs. Includes being available for staff support and reporting during high needs reporting periods (heaviest during last quarter of calendar year)
 - Assist staff with becoming self-sufficient with accessing daily data needs
 - Provide a framework and training to staff who will be identified to run standard data reports as a backup to the IT team
- Document procedures and guidelines for information systems
 - Document how reports are run, data reporting requirements and deadlines
 - Ensure systems are updated with new reporting needs and document those updates
- Provide quality assurance of information systems
 - Develop instructions and trainings for staff on DRW's information systems
 - Ensure staff understand how data should be entered by providing training and guidance so both inputs and outputs are consistent and reliable
 - Audit data to ensure reliability

- Support information system projects
 - Document new information systems, test and provide feedback
 - Participate in project meetings. Help innovate and provide ideas and solutions
- Accessibility support
 - Assist staff with accessibility needs regarding access and use of our information systems
 - Ensure DRW's data maintains accessibility standards

2. Websites and Social Media – 30%

- Create and modify DRW-managed websites
- Work with or support other staff to post content to websites and social media
 - Assist with updating the editorial calendar
 - Set up and provide support for events, registration, and campaigns
 - Ensure content and pages meet the WCAG standards and to the degree possible are written in plain language
 - Assist with website improvements and enhancements.
- Work collaboratively with staff to develop and modify organization-wide and team solutions to information and data needs using SharePoint and MS Teams.

Qualifications

Required:

- Exceptional customer service, including strong listening skills; includes ability to decipher a data need from a description, seek further understanding, and translate the need into a data tool.
- Experience in data reporting, database maintenance, spreadsheets and macros
- Demonstrates an understanding of databases functions and processes, as well as data quality improvement
- Ability to read, interpret, and verify data from multiple formats
- Experience with end-user training and support
- Experience with content management solutions and social media
- Excellent communication skills, both written and oral
- Experience/direct contact with people who have disabilities and/or persons of culturally diverse backgrounds.
- Highly detail-oriented with strong computer skills

- Ability to plan, organize, and prioritize work assignments
- Ability to work independently and in a collaborative team environment

Preferred:

- 2+ years' experience as an information or data specialist
- Grant reporting experience
- Website development experience, specifically in WordPress
- Project Management experience
- Experience with SharePoint Lists, online forms and surveys
- Experience with automating data processes with Microsoft Power Automate
- Knowledge of HIPAA and Protected Health Information compliance
- Non-profit experience, especially with advocacy or legal services

Benefits

Disability Rights Wisconsin places a high value on the well-being of our staff. We offer the following benefits for permanent employees working at least 20 hours per week: health, vision, dental, and life insurance; short- and long-term disability; 401(k) retirement savings plan with employer contribution, flex spending plan, health reimbursement account as well as optional commuter choice plan, pet insurance, critical illness insurance, and identity theft insurance. Paid time off includes generous holiday, vacation, personal, medical, and bereavement leave, as well as time for volunteering, voting, and jury duty.

EEO/AA | We're an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.