The Florida Immigrant Coalition (FLIC) is a non-profit organization whose mission is to amplify the power of immigrant communities to impact the root causes of inequality, defending and protecting basic human rights, including the right to live without fear. We are looking for a committed individual with a high level of attention to detail and responsiveness to readily support our dynamic and dedicated team of organizers to elevate the quality of our membership-led work at the local, state, and federal level.

**Position Summary**

The Florida Immigrant Coalition (FLIC), is currently looking for an analytical professional who thrives on the chance to decipher data systems. As the Data Manager, you will oversee the development and use of company data systems, and guarantee that all information to and from our organizations runs timely and securely, while also safeguarding a company's security and confidentiality standards.

The chosen candidate will have a strong aptitude for technology, a professional demeanor, and possess excellent troubleshooting skills. To excel in this role, you should also have strong decision-making and problem-solving skills.

**Ideal Experience and Qualities**

We are seeking an experienced, dynamic, and versatile candidate with a strong aptitude for technology, a professional demeanor, and possess excellent troubleshooting skills. To excel in this role, you should also have strong decision-making and problem-solving skills. A passion for social justice, who will increase the organization’s efficacy and recognition. The Data Manager must have the interpersonal skills to collaborate with program and development staff to ensure integration of communications work and use of new systems and tools.

**Responsibilities**

- Develop and implement procedures and workflows for effective data management.
- Create rules and procedures for data sharing.
- Oversee and manage staff members in the daily use of data systems.
- Guarantee adherence to legal and compliance c-3 c-4 regulations.
- Regularly monitor and evaluate information and data systems that could affect analytical results.
- Assess system performance and make recommendations for software, hardware, and data storage improvements.
- Manage all incoming and outgoing data files.
- Continually develop data management strategies.
- Assist with recognizing and upholding digital security systems to protect sensitive and legal information.
- Troubleshoot data-related problems, maintenance or modifications.
Requirements & Experience
- Bachelor’s Degree
- A minimum of 2+ years’ experience in data management or analysis.
- Ability to decipher and organize large amounts of data.
- An analytical mindset with superb communication and problem-solving skills.
- Ability to translate complex problems clearly and in non-technical terms:
- 2+ cycles of campaign experience, either as an organizer or on a data team. Alternatively, two years of experience with a nonprofit organization, political organization, or labor union.
- 2+ years of experience with EveryAction + VAN
- Experience managing large scale phone and text banking campaigns, and analyzing social media data
- Familiarity with Microsoft Office Suite, GSuite, Airtable, Google Data Studio
- Experience with ThruTalk, ThruText, Phone2Action, OutVote, Blocks, VAN, EveryAction (or any other CRM)

Bonus points: HTML, Python, SQL, Salesforce, Project Management certification, ArcGIS.

How To apply
Send your resume, cover letter and 2 writing samples to HR@floridaimmigrant.org with the subject line “Application for Data Manager”. Applications will be accepted until the position is filled

*FLIC is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbians, gay men and transgender individuals.*