Data and Development Assistant

Position Overview

Description

Found in Translation was founded in 2011 in order to create opportunity at the intersection of two social problems: health access disparities and economic inequality across race, gender, and ethnicity. Through education and supportive services, we connect top talent in low-income communities with well-paying jobs in one of the fastest-growing fields in the US. Our Medical Interpreter Certificate training and job placement program supports our two-fold mission:

● To give low-income bilingual women an opportunity to achieve economic security through the use of their language skills

● To unleash bilingual talent into the workforce to fight racial, ethnic, and linguistic disparities in health care

Summary

The Data and Development Assistant will provide administrative and logistical support to Found in Translation’s fundraising and data management efforts. This is a part time, hourly position (20 hours a week) reporting to the Impact Director, and working closely with the Data Manager. The position is currently primarily remote due to the ongoing COVID-19 pandemic, though in-person work opportunities at our office in Dorchester are available for interested staff, and are occasionally required depending on position responsibilities. We will continue to monitor the virus to determine when it is safe to have all staff return to the office in some capacity, but will continue to support hybrid schedules. The work environment is a small, collaborative team that values a diversity of experience and background, and a strong commitment to racial and gender justice.

Roles and Responsibilities

Data

● Support Data Manager in maintaining outcome surveys database, including efficiently tracking and recording survey responses, and organizing data into tables and charts.

● Provides support on special evaluation project initiatives.

● Accurately input contributions in Salesforce database, including appropriately recording the donor information, source of the gift, and relevant gift details.

● Maintain a high level of data quality, including identifying and correcting inconsistencies, potential duplicate records and other errors. Update contact information on an ongoing basis.
• Support implementation of donor and contact data clean up efforts in preparation for Salesforce transition and streamlined communications.

Development

• Produce timely acknowledgements for philanthropic contributions received, and manage storage of contribution back up.
• Support Impact Director in corporate sponsorship and logistics efforts for Found in Translation fundraising events and mailing campaigns.
• Maintain the development team’s supply of materials like stationery and postage stamps.

Qualifications and Experience

• Genuine resonance with and commitment to our mission
• Strong writing, research and organizational skills
• Previous successful administrative experience preferred
• Prior fundraising experience in a job, internship, or volunteer role a plus
• Prior data related experience in a job, internship, or volunteer role a plus
• Ability to maintain high level of data integrity and donor confidentiality
• Problem solving skills and ability to present possible solutions to supervisor
• Proficiency in Google Docs/Sheets/other Google Apps and Microsoft Office (Excel, Word) is required. Experience with Salesforce a plus.
• Ability to work independently and as part of a small team

Salary Range

Starting rate is $20 - $21/hr, depending on experience.

Full range is $20-$24/hr, depending on performance.

Benefits

Competitive benefits package including generous paid time off, phone stipend, Short Term Disability, Life insurance, 401(k), and more.

How To Apply

To apply, please send a resume and cover letter to Renée Metelus at careers@found-in-translation.org by June 2nd.

*Found in Translation is committed to building a culturally diverse staff to represent the populations we serve. People of color, women, immigrants, people with disabilities and members of the LGBTQ community are strongly encouraged to apply.*