**Data Manager**

Heading Home is looking for an experienced Data Manager to maintain client related data using MS Access. The successful applicant should have a degree in computer science, mathematics, or a related technical field from an accredited school. Preferred qualifications:

* Programming experience (2+ years)
* SQL experience (for queries)
* VBA programming language experience (for MS Access database features)
* Experience using Microsoft Office products
* Advanced skills using MS access and MS Excel
* Comprehension of enterprise-level MS Windows system is necessary
* Ability to interpret data

Basic knowledge of HMIS, statistics, non-profit management, and knowledge of grants and contracts are desirable. This position will oversee the data management for specific HH programs as well as agency-wide data.

Job Type: Full-time

Salary: $16.00 /hour

**If qualified, please respond by emailing Dorothee Otero your resume.** [**dorotheeo@headinghome.org**](mailto:dorotheeo@headinghome.org)**.**