

Data Coordinator

→
the PRC

REGION 9 PREVENTION RESOURCE CENTER

Job Overview

Full Time	Monday-Friday 8-5pm. Occasional Weekend Work and Travel
Location	Odessa/Midland, TX
Reports to:	PRC Director

Description

Data coordinator general description: Data Coordinator will maintain and serve as the primary resource for substance use and related behavioral health data for Region 9. The Data Coordinator will strengthen community resources to prevent substance use and misuse by sharing data, identifying current drug trends, and networking to increase the community's ability to delivery effective prevention services. The Data Coordinator will identify data gaps and services in the region through hosting epidemiological workgroups and region wide events.

Qualifications:

Bachelor's Degree in Behavioral Science, Social Science, Public Health, or related field, with coursework in statistics, research methods, and program evaluation

At least 1-year experience working with large data sets and data analysis

Characteristics/Experience Preferred:

- Expert level

writing skills

- Strong

interpersonal relationship skills

- Strong professional

demeanor

- Strong outreach

and communication skills

- Excellent public speaking

skills

- Knowledge of

substance abuse prevention domains

- Knowledge of the

Public Health Model and Social Determinants of Health

- An analytical

mindset with great problem-solving abilities

- Ability to plan,

organize, and prioritize

- Strong working

knowledge of community resources and contacts

- Reliability and

self-motivation to collect and disseminate data

- Thorough knowledge

of Microsoft Office 365

- Ability to

efficiently handle and prioritize a heavy workload

- Experience working

with online data platforms

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