



Asian Women's
Shelter

Job Announcement

Title: Program Systems Coordinator

Location: Confidential address in San Francisco

Pay rate: Full Time \$24.50 - \$26.50 per hour depending on years of experience related to essential duties and responsibilities. Generous health benefits and vacation package.

Summary

The Program Systems Coordinator is responsible for leading, coordinating, and advancing all aspects of data collection, data management, program evaluation, and program reporting for government and foundation grants received by AWS. In day-to-day operations, the Program Systems Coordinator interfaces with program staff as well as finance and fund development staff.

Organization Description

Founded in 1988, Asian Women's Shelter (AWS) is a dynamic non-profit organization dedicated to ending domestic violence and promoting the social, economic and political self-determination of women and all survivors of violence and oppression. AWS is recognized as a local, regional, and national leader in its field, known for its commitment to shared leadership, building effective collaborations, and movement-based services and cultural change work. *Learn more about the Asian Women's Shelter at www.sfaws.org.*

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Database and Program Data Management

- Manage client services database (Apricot) for accurate and timely data collection, entry, review, and report generation.
- Manage documentation and evaluation systems across staff to ensure accuracy, effective data collection, grant compliance, and adapting to agency needs.

Program Reporting & Evaluation

- Oversee agency grant reporting functions and prepare high quality government and foundation grant reports.
- Develop, maintain, and enhance program evaluation systems in collaboration with program staff.
- Provide statistical reports for new grant proposals, statewide or federal data collection projects, or other appropriate organizational uses of statistics.
- Act as liaison to government grant administrators as pertains to data collection and analysis, program evaluation, and program reporting.

Office Systems

- Oversee basic office systems; order office supplies and postage.
- Manage information technology systems (vendors, equipment, safety, troubleshooting).



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General Shelter Support & Program Development:

- Participate in and contribute to staff retreats, staff meetings, trainings, program/organizational development.
- Participate in direct service support by taking regular crisis line and on-call shifts and be welcoming and supportive for shelter residents.
- Share office coverage duties and general maintenance of office and shelter space.
- Contribute to a positive office and overall interpersonal work environment

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree in Business, Social Work, Public Health or a related field, and 2+ years' experience with non-profit program data management and grant reporting or equivalent.
- Experience in program evaluation and reporting for intervention and/or prevention programs that receive varied sources of funding using diverse reporting platforms.
- Excellence in verbal and written communication in English.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to set timelines, work on multiple projects simultaneously, and meet deadlines.
- Excellent attention to detail and workload organization.
- Ability to work as a member of a team and effectively contribute to shared organizational and program goals through a cooperative work style and a capacity to appreciate coworkers and build strong working relationships
- Knowledge of Apple Mac OS systems, Internet software, Microsoft Office Suite, Google Suite of products, and database programs. Knowledge of basic office equipment should include: Internet and email, copy and fax machines, postage meter and telephone.
- Knowledge of and sensitivity to diversity across Asian communities and ability to work with and communicate with individuals from diverse experiences (with regard to race, ethnicity, sexual orientation, gender identity, disability, age, class, education, immigration status, etc.) and create a relationship of trust and support. Bilingual/Bicultural preferred



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- A current CA driver's license and proof of auto insurance preferred; if licensed, must have a clean driving record sufficient to insurance companies' standards.
- Availability to work occasional weekends and evenings.

Special ADA Requirements

- Asian Women's Shelter is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.
- For the purposes of ADA, the "Responsibilities" and "Qualifications" are essential job functions.
- The work environment includes settings of an office environment, shelter home, and community places. The noise level in these settings is noisy.
- Both standing and sitting are required, with at least one or more hour each day of the job time spent sitting and using a computer keyboard.
- Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
- Ability and valid California driver's license to drive personal or AWS auto to provide services and to travel to other sites for meetings, conferences, etc. is preferred.

To Apply:

If you meet the qualifications described herein, please submit to jobs@sfaws.org

1) Resume

2) Cover Letter

AND Complete:

3) Application <https://forms.gle/ea7ufVxAiwhjHWNN7>

Submissions without all 3 will not be considered.

Asian Women's Shelter is an equal opportunity employer.