



*Mendonoma Health Alliance Seeks:*

## **Data Coordinator**

**Job Title:** Data Coordinator – 20 hrs/week (.5 FTE)

**Location:** Gualala, CA

**Reports to:** Executive Director

### **Job Summary:**

- **Mendonoma Health Alliance** is seeking an organized, self-starter to fill the role of Data Coordinator. Responsibilities include: managing, collecting and aggregating local data as specified by the Executive Director; working collaboratively with MHA staff and outside agencies; completing quarterly, annual and multi-year reports to analyze data across time; participating in the development and implementation of community health needs assessments.

### **Requirements:**

- Candidates must have a bachelor's degree or equivalent experience; demonstrate cultural awareness; have proficient computer software skills; have the ability to demonstrate clear communication and problem-solving. All applicants must have a valid driver's license and reliable vehicle. Other desired qualifications include: college degree, written and/or oral fluency in Spanish, experience working in a community-based setting and some knowledge of medical terminology.

### **Compensation:**

- \$23-30/hour (depending on experience and credentials) with some benefits.

**To apply, please send a résumé and cover letter to:**

[micheline@mendonomahealth.org](mailto:micheline@mendonomahealth.org)

For more information contact Micheline White, Executive Director, at (707) 412-3176 X 104.