

Are you interested in a role that will advance community health and data-driven solutions? The New River Valley Regional Commission is seeking a dedicated and detail-oriented Data Collection Specialist to support the development of a comprehensive database for the NRV Recovery Ecosystem. This position will help collect and organize vital community health data, working closely with regional partners to improve the availability and accessibility of community resources. The Data Collection Specialist will collaborate with the Community Health Team to input and manage data on the 'Unite Us' platform, ensuring accurate documentation of resources, services, and agency contact information. If you are eager to play a part in strengthening community health infrastructure and building meaningful partnerships, this part-time, remote opportunity may be a great fit for you.

Please submit a completed Regional Commission application from the link below along with a copy of your resume and cover letter via email to Holly Lesko, Director of Community Health at the NRVRC (hlesko@nrvc.org).

Job Title: Data Collection Specialist

Location: Remote

Job Type: Part-Time

Job Description:

This position will focus on collecting and inputting community health related data from various agencies and partners across the region. The role will involve building effective relationships with regional partners to ensure the accurate documentation of shared resources and information.

This position will support the development and access to a database of services across the New River Valley Recovery Ecosystem. Regional partners are seeking to improve the availability and accessibility of information and resources. The NRV Recovery Ecosystem database will serve as the foundation for navigating existing services and partner agencies that are critical to creating pathways for access.

- Work and collaborate with the Community Health Team at the New River Valley Regional Commission.
- Interview external agency staff to determine services available at each agency.
- Input services and contact information for agency services in appropriate categories
- Become educated about referral protocols currently used in the region
- Use the 'Unite Us' platform to input data for the NRV Recovery Ecosystem.
- Develop and maintain strong relationships with local agencies to ensure accurate data reporting.
- Provide support to agencies on how to access and utilize the database to coordinate with other service providers
- Participate in regular team meetings to report on progress and challenges.

Key Responsibilities:

- **Data Collection & Input:**
Collect relevant data and resources from partner organizations, agencies, and service providers across the region. Input data into designated systems or databases. Regularly verify the accuracy and completeness of the collected data.
- **Building Partner Relationships**
Establish and maintain strong, collaborative relationships with key partners in the region, ensuring their resources and information are properly represented and updated.
- **Outreach & Engagement**
Conduct outreach to new and existing partners, ensuring their involvement and understanding of the data collection process, and the ways in which their resources can be showcased. Engage with individuals with lived experience, to ensure diverse perspectives are incorporated into resource displays.

Preferred Qualifications:

- **Technology Proficiency:**
Comfortable with basic data entry and attention to detail using online tools or databases. Familiarity with spreadsheets and willingness to learn new software systems.
- **Lived Experience:**
Personal experience with substance use and recovery, and/or a deep understanding of the recovery and trauma informed care. Preference may be given to individuals with lived experience in substance use and recovery, as this insight will be valuable in building trust and understanding the needs of our partners in the Recovery Ecosystem.
- **Relationship Building:**
Ability to build positive working relationships with agencies and communicate clearly with a range of stakeholders.

Additional Information:

- **Work Schedule:** Flexible hours, maximum of 20 hours per week
- **Work Location:** This position will be primarily remote with limited in-office requirements. In-person meetings with the Community Health Team at the NRV Regional Commission and external partner agencies is to be expected.
- **Duration:** This is a grant funded position and will be reviewed annually (July-June fiscal year) for continuation based on funding availability.