



The Sickle Cell Disease Association of America – Michigan Chapter (SCDAA-MI), offers education, assistance, and advocacy to individuals living with and families affected by sickle cell disease. SCDAA-MI provides counseling, support groups, referrals for financial and medical help, and connects students and job seekers with school, college, and employment assistance, in addition to raising public awareness and sending children to summer camp each year. The agency also coordinates newborn screening for babies born in Michigan.

SCDAA-MI seeks a **Program Assistant (Database Analyst)**. The position supports SCDAA-MI's mission by assisting the Program Manager with data analyses and the accurate, timely submission of monthly program reports and developing analytical reports and strategies. Performing various administrative duties for an evolving grant project requiring flexibility with strong attention to detail.

POSITION SUMMARY

Grant data management, monthly reporting, and administrative support. Ability to manage multiple projects. Also, ensure clients, staff, parents, and community partners are treated with professional courtesy.

KEY RESPONSIBILITIES:

1. Data collection and report writing (for HRSA and NBS Grants)
2. Receive, sort, analyze, summarize, and prepare data sets for reports as required; Maintain copies of all project records.
3. Prepare advanced spreadsheet, word processing, and presentation documents including team communications, reports, and PowerPoint presentations, as assigned
4. Assist in development and implementation of quality assurance/quality improvement measures for the project data requirements.
5. Maintain client information and HIPAA protected data operations by keeping information confidential, organized and secure in paperless environment, where applicable.
6. Maintain technical knowledge by attending grant learning sessions, trainings and workshops, as assigned.
7. Continuously communicate with colleagues to obtain feedback, suggest/recommend any improvements to required project data collecting and reporting.
8. Other duties as assigned.

CANDIDATE SKILLS AND EXPERIENCE:

- A minimum of two (2) years' database management experience required
- Microsoft Office Suite competency required
- General knowledge of community health agencies required
- Experience in working with diverse communities with low income
- Must have strong oral and written communications skills
- Behavior and job performance must support a positive and productive work environment
- Must maintain a high level of professionalism and civility for interacting with staff, donors, clients, patients, volunteers and others.
- Must pass background screening

WORKING CONDITIONS

Working conditions are normal for an office environment. The work involves considerable sitting, standing, walking, and bending on a daily basis. Reliable transportation is mandatory. Must be able to respond, when needed by prompt appearance at a required location. Must be able to work under physically and emotionally stressed conditions. Work may require weekend and evening hours.

JOB STATUS

20 hours per week. Position may require attendance at meetings and events earlier, later and/or weekends depending on needs of various activities.

The Sickle Cell Disease Association of America, Michigan Chapter, Inc. is an Equal Opportunity Employer.

TO APPY: Please forward your resume and cover letter to HR@scdaami.org. Include Program Assistant (Database Analyst) in subject line. **Deadline to apply Thursday, September 30, 2021.**

No phone calls please.