**Reports To:** Research and Data Analysis Manager

**Purpose:** [CHC] is seeking a Reporting Coordinator. The Reporting Coordinator is responsible to work with the Research and Data Analysis Manager on the design, development and production of measures to inform [CHC] decision making. The Reporting Coordinator adheres to the spirit of the [CHC] mission statement while performing assigned duties.

**Duties:**

* Keeps track of new report requests submitted through the approved process and follow up according to procedures defined by the data management team;
* Update constantly an inclusive calendar of reports needed by different departments;
* Make sure end users of the reports receive the data needed in a timely manner;
* Ensure that each department has functional reporting tools through the distribution of reports to end users;
* Produce standard reports as needed from preload formats and collaborate in developing new reports;
* Assist in producing ad hoc standard reports as needed;
* Monitor data error reports and alerts, perform research and report findings to the Research and Data Analysis Manager to define corrective action plan;
* Assist in collecting reporting requirements from other departments when needed to produce reports; and
* Any other duties as assigned.

**Knowledge, Skills, and Abilities:**

* Team player who desires working in an environment where working as a team is valued and practiced;
* Willingness to gain advanced working knowledge of [CHC]’s reporting software through both formal training and using self-teaching tools to gain knowledge of the data elements;
* Works well under pressure to meet organizational needs and other deadlines;
* Dependable person with good work ethic and ability to maintain confidentiality;
* Self-starter, ability to work independently with minimal supervision, detail oriented with ability to work on multiple projects and prioritize;
* Excellent computer working knowledge and skills including proficiency in Microsoft Word, Excel, and preferably Access;
* Good interpersonal skills;
* Ability to learn new software as needed;
* Willingness to learn new software programs and work processes; and
* Working knowledge of office equipment such as copiers, scanners, digital cameras, fax machines, etc.
* Sensitivity to low income and ethnic minority community a must.

**Education**: High School Diploma or GED.

**Experience:** Prior reporting experience preferred.