



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

DREAM CENTERS MARY'S HOME DATA AND OUTCOMES POSITION DESCRIPTION

Position Title: Data and Outcomes Team Member
Accountable To: Associate Program Director
Status: Volunteer position without opportunity for employment

Organizational Background

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women's Clinic and Mary's Home. Mary's Home is a long-term, educationally-focused, in-depth program for single mother families working to exit homelessness permanently.

Position Purpose & Overview

The Data and Outcomes Team is integral to the mission of Dream Centers Mary's Home. Tracking the progress residents are making in the program helps inspire the residents in their journey and encourages them to continue working hard. It also helps us find the ways the program is most successful and where we could put extra attention. Additionally, the data this team is collecting regarding admissions and success rates will help our leadership team communicate with the city, other programs, and beyond to help better serve the vulnerable in Colorado Springs and around the country.

Responsibilities

- Collaborate with Data and Outcomes Team to collect, arrange, and present data visually on a Board of Directors Dashboard and Dream Centers Leadership Dashboard quarterly (in the areas of Admissions, Annual Occupancy Report, Family Growth Assessments of current families, Accomplishments of current families, Alumni, and overall Success Rate)
- Keep to established schedule, and aim to meet all agreed-upon deadlines
- Maintain the highest standard of accuracy in all tasks
- Practice excellent self care
- Communicate with Data and Outcomes Team via Slack at least once a week if needed
- Communicate needs to the Associate Program Director via Slack or email

Requirements and Qualifications

- Follower/disciple of Jesus Christ and committed to personal spiritual growth
- In agreement with the Nicene Creed
- Excellent attention to detail and problem solving ability required
- High commitment to confidentiality required
- Comfortability working on computers required
- Experience with Excel preferred
- Experience with data management/customer relationship management systems preferred
- Ability to work independently preferred
- Information Technology experience preferred
- Utilize personal computer to access software system preferred
- Document service hours through Volgistics volunteer software
- Attend Mary's Home ongoing educational opportunities that pertain to area of service

Time Commitment

Minimum of 2 hours twice per month (can include off-site time serving on evenings and weekends)



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Physical Requirements:

Working Environment	Seldom	Occasional	Frequent
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise		X	
Climbing (Stairs/Ladders)		X	
Driving	X		
Standing		X	
Sitting			X
Walking		X	
Bending		X	
Work with Others		X	
Working Alone		X	
Crawling or Kneeling	X		
Repetitive Movements		X	
Office Machines			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer			X
Copier		X	
Dictaphone	X		
Scanner		X	
Moving Heavy Items			
Lifting/Lowering	X		
Pushing	X		
Reaching Over Shoulder	X		
Reaching Forward	X		
Carrying	X		
Other Requirements			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X