



# Tucson Indian Center

160 North Stone Avenue • Tucson, Arizona 85701  
Mailing Address: P.O. Box 2307 • Tucson, Arizona 85702  
Telephone: (520) 884-7131 • Fax: (520) 884-0240  
[www.ticenter.org](http://www.ticenter.org)

**Job Title:** Community Engagement and Data Specialist

**Salary:** \$22.87 – \$29.11 per hour – Non-exempt DOE

**Status:** Permanent, Full-Time

**Hrs. /WK:** Forty (40) hours per week

**Department:** Social Services

**Job Location:** Tucson, Arizona

## **Nature of Work:**

Embraces and Embodies the Identity Document's Mission, Purpose and Vision Statements; Core Values; Guiding Principles and Strategic Goals. Tucson Indian Center (TIC) is seeking a highly motivated and skilled Data and Community Engagement Specialist to join our team for the PIMA (Promoting Indigenous Models of Assessment) project in Pima County, Arizona. The incumbent plays a crucial role in overseeing the data collection, analysis, and community engagement efforts to improve employment opportunities for the Urban American Indian community. Responsibilities will include ensuring the responsible and transparent use of data, coordinating data collection efforts, facilitating community involvement, and supporting the long-term sustainability of the project.

## **Essential Functions:**

1. **Project Management:** Organize and facilitate regular PIMA team and community advisory board meetings to review, interpret, and summarize data insights, fostering community engagement and shared decision-making.
2. **Data Governance:** Establish and implement the PIMA Data Governance Plan to ensure the accountable and transparent use of data in compliance with relevant regulations and guidelines.
3. **Community Data Analysis:** Data System Development and Data Collection: Assess current data collection and implement quality improvement processes. Work closely with TIC staff and community outreach workers to train them in data input methods, ensuring accurate and comprehensive data collection from community members.
4. **Reporting Systems:** Develop and maintain quarterly reporting systems within TIC, among the PIMA project team, and with community partners to effectively communicate progress, findings, and recommendations.
5. **Community Engagement:** Collaborate with community members, TIC, and project partners to identify important data fields, collection methods, and findings related to employment and well-being. Incorporate community input in program design and implementation, integrating anti-racist principles throughout the project.



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6. **Training and Support:** Provide ongoing training and support to individuals entering data in the data platform. Ensure data quality and accuracy through evaluation and feedback mechanisms.
7. **Policy and Funding Recommendations:** Collaborate with the PIMA team, community advisory board, and workshop participants to develop evidence-based health and workforce policy and funding recommendations. Share these recommendations with key community leaders.
8. **Sustainability and Funding:** Identify and secure additional funding sources beyond the Modernized Anti-Racist Data Ecosystems (MADE) for Health Justice funding opportunity to support the long-term sustainability of the PIMA project.
9. **Progress Measurement:** Prepare annual narrative reports and updated implementation plans, continuously measuring progress and incorporating feedback from community members.
10. **Collaboration and Partnerships:** Foster partnerships with organizations like Partners In Health – United States, Pima County Community and Workforce Development, and Pima County Health Department to leverage resources, expertise, and collaboration in achieving project goals.
11. **Other duties:** Perform other job-related duties as assigned.

## **Required Knowledge, Skill and Ability:**

- Strong understanding of data governance, transparency, and ethical considerations in working with sensitive community data.
- Knowledge of workforce development, health equity, and anti-racist principles, particularly in relation to urban American Indian communities.
- Excellent communication and interpersonal skills to effectively engage with diverse stakeholders, facilitate community meetings, and build collaborative relationships.
- Demonstrated ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Proficiency in data management and analysis tools/software.
- Familiarity with grant funding and sustainability strategies is desirable.

## **Required Experience and Training:**

1. Bachelor's degree (Master's degree preferred) in human services or related fields, such as data science, public health, social sciences. Proven experience in data management, analysis, and reporting within community-based projects or initiatives.  
OR
2. Associate's degree in human services or related fields, such as data science, public health, social sciences and a minimum of 2 years of experience in the human services or related fields. Proven experience in data management, analysis, and reporting within community-based projects or initiatives.



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## **Additional Requirements:**

- Must possess valid Arizona State Driver's License.
- Must pass Driver Insurance Carrier's requirements.
- Must obtain a HIPAA certification within 2 weeks of hire.
- Must obtain First Aid, CPR, and AED certifications within 3 months of hire.
- Must obtain a Arizona DPS Class I Fingerprint Clearance upon employment.
- Must pass and submit to periodic/random drug testing.

## **Working Conditions:**

- Exposure to unpredictable environmental conditions. These conditions range from working in a climate-controlled office/clinic setting to working in a patient's home, outside, in extreme temperatures, or in spaces with poor ventilation.
- While performing the duties of this job, the employee is regularly required to stand, walk, and drive in the Tucson Urban area.
- The employee is occasionally required to sit; balance; stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 30 pounds.

## **Supervisory Status:**

- Non-Supervisory
- Reports to Social Services Director

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.

*Additional consideration is also given to honorably discharged veterans and protected veterans.*

- *Veterans who earned an Armed Forces Service Medal "pursuant to Executive Order 12985."*
- *Those who served on active duty in the US Military during an expedition, campaign, or war on the ground, naval, or air service.*
- *Recently separated veterans (3 years following separation from service)*
  - *All discharges besides dishonorable may receive protected veteran status.*