



Director of Program Data Administration, Special Olympics PA

Department: Programming

Reports to: Senior Director of Athlete and Volunteer Services, Special Olympics PA (SOPA)

Location: Norristown Headquarters office or remote option available

Position Summary: Serves as the organization's database administrator for both the registration and management of volunteer and athlete data, ensuring efficient and effective operations and establishing both standard and best practices in system architecture, data entry/processing/recording, account management, compliance, marketing integration and overall system effectiveness.

Key duties and responsibilities for Director of Program Data Administration: Creates, leads and manages an annual operating plan for program database administration, including core strategies, functional goals and objectives, resource requirements, and measurable outcomes. With input from Regions, Sports & Competition, Mission Integration & Marketing/Communications leadership staff. Manages the execution of this plan across all departments, monitoring progress and leading the discussion of innovations and changes to respond to challenges and opportunities in achieving plan goals specifically in the below areas of focus.

End User Support

- Train local programs/regions and staff using:
 - Instructional guides (update as needed)
 - Instructional videos (pre-recorded)
 - Conference calls and/or Video calls (live)
- Write documentation for system updates.
- Regularly ensure end user satisfaction with software and as appropriate, make changes.
- Manage, answer and implement end user requests for changes to the software, with a well-developed deployment schedule.
- Manage and answer designated inboxes to include but not limited to questions on: software functions, certifications, access, background checks, etc.
- Maintain and develop functionalities for the athlete and volunteer registration processes.

Data Collection and Reporting

- Collaborate across program department to develop standard record management processes and communicate the organizational standards for data results (i.e. what makes a volunteer or athlete active vs. inactive).
- Interpret cross-departmental staff data needs and provide report-generation mechanisms.
- Assist local programs/regions and staff in evaluating and ensuring reports are valid.
- Lead SOPA's annual census submission to Special Olympics International with required data.

Current System Maintenance

- Interface with software vendors for support and development.
- Configure and maintain local programs/regions and staff software access levels.

Software Improvements and Long-Term Planning

- Determine how to incorporate data not currently in software.
- Long term evolution planning for emerging software technologies.
- Strategic Plan initiatives as they relate to SOPA's software systems.

Required Qualifications:

- Bachelor's Degree in Management Information Systems (MIS), Computer Science (CS/CSIT) or equivalent field strongly preferred but other degrees will be considered based on experience.
- Proficient in Microsoft Excel and Google Sheets.

- Excellent oral and written communication skills is a must.
- Responsibilities occasionally may require an adjusted work schedule, overtime, and evening/weekend hours.
- Criminal history check and fingerprinting is required of all SOPA employees during the course of their employment. Your employment is conditional, pending the results of the background check.
- SOPA requires employees to be fully vaccinated against COVID-19 and provide proof of your full vaccination status prior to your start date.

Only serious applicants that provide a cover letter and resume will be considered. Send information to careers@specialolympicspa.org

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response. Communications from recruiters will not be acknowledged.

Special Olympics Pennsylvania is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.

ORGANIZATION DESCRIPTION

Special Olympics Pennsylvania (SOPA) provides year-round training and competition in 21 Olympic-type sports to 16,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its 54 local programs have used the power of sports to transform the lives of people with intellectual disabilities and unite everyone by fostering community and building a more acceptable and civil society. SOPA is much more than a sports organization. Through its Athlete Leadership Programs, athletes assume meaningful leadership roles, influence change within the Special Olympics movement and take on roles as Global Messengers (trained as public speakers for Special Olympics), athlete representatives, coaches, board members and more. SOPA also addresses major challenges facing its athletes including healthcare. The Healthy Athletes program offers athletes free health screenings in the form of eye, ear, dental and podiatry assessments. Athletes are also taught how to live active lifestyles, eat healthy and more. Additionally, SOPA strives to create a unified world by promoting inclusion, uniting communities, and changing attitudes. Through Unified Sports, SOPA brings together individuals with and without intellectual disabilities as equal teammates in training and competition, which promotes respect and acceptance, and facilitates meaningful relationships between people of all abilities. For more information about how you can join "The Inclusion Revolution," visit www.specialolympicspa.org.