Data Management and Reporting Specialist

KVCA’s Energy & Housing Program has a full-time opening in the Waterville office for a Data Management and Reporting Specialist. The person in this position is responsible for local and web-based administration and assists with departmental and agency reporting. Assists in the development of databases to streamline and enhance the department’s work function and ensure that all systems are optimized. Provides technical support to program staff.

Requirements: Bachelor’s degree and/or five years’ of related experience with advanced computer skills and aptitude. Ability to obtain/maintain ROMA Implementer certification. Provide local system administrative functions and reporting for web-based and locally designed data collection and reporting systems including EmpowOR, CMAX, Appointment Plus, CADS, ACCESS, HEAP, Hancock and locally-designed databases as assigned. Efficiency oriented with the ability to meet deadlines and reports. Ability to pass State Bureau of Investigation, Department of Health and Human Services, Department of Motor Vehicle, Fraud and National Sex Offender Registry background checks.

Benefits include 12 paid holidays, bi-weekly accrual of Paid Time Off, employer sponsored retirement plan, choices of health, life, dental, vision and disability insurance options. Interested applicants please submit a cover letter and resume. Resume’s accepted until a suitable candidate is found.

Human Resources
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Equal Opportunity Employer