

<b>Organization:</b>	Springboard HealthLab
<b>Position:</b>	Data manager/analyst, Building Healthy Online Communities
<b>Reports to:</b>	Director, BHOC
<b>Pay:</b>	\$80k
<b>FTE:</b>	Full-time, 40 hours per week
<b>Deadline:</b>	Open until filled. Position can start immediately.

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### Position Overview

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Springboard HealthLab is a new organization, founded in 2021, with a clear goal: to support big ideas that can improve health equity. Springboard is focused on supporting projects to turn promising ideas into new ventures -- and then helping them find a permanent home.

Building Healthy Online Communities (BHOC) is a consortium of public health organizations working in partnership with dating apps to improve sexual health outcomes for app users. We're a small but mighty team that works on home testing and supporting anti-stigma and sexual health features on dating apps. The data manager/analyst role at BHOC supports data management and analysis across all BHOC projects.

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### Job Description

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This is a full-time position. Responsibilities include, but are not limited to:

#### **BHOC data management support**

- Build an expanded data management system for TakeMeHome data.
- Develop and implement a robust QA process for all data.
- Support development of a monthly dashboard for all major projects by identifying key metrics for each project and gathering into one place.
- Complete monthly reporting for TakeMeHome data for 30 participating health jurisdictions.
- Create a monitoring and evaluation plan for a large new grant, including a list of all data to be reported at specific intervals and detail the process for reporting.
- Complete quarterly data reporting for EJAF
- Support data analysis, as needed, for BHOC projects

- Support abstract and paper writing when feasible

Other tasks as necessary.

## Skills and Experience

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### Required Skills and Experience

- In recognition that talent is not always dependent on academic degrees or years of experience, we have no minimum qualifications in these areas.
- Strong project management skills, with an ability to multitask and be flexible in the face of competing priorities.
- Excellent communication skills, both written and oral.
- Well-versed in health equity principles.
- Commitment to engage in anti-racism work.
- Ability to move work forward independently, with general guidance.
- Proficient with MS Office applications (Word, Excel, PowerPoint) and web-or app-based communication platforms (e.g., Zoom, Slack), and comfortable learning new technology.
- Experience with administrative tasks, such as scheduling, meeting note-taking, and organizing documents.

Knowledge of and comfort with the following is an added benefit:

- LGBTQ+ health
- Sexual health
- Dating apps
- WordPress
- G-suite

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## Additional Information

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- Springboard HealthLab ([springboardhealthlab.org](https://springboardhealthlab.org)) is a virtual workplace, with no physical office. All of our staff work from their homes, but we work hard to foster a remote supportive team environment.
- The successful candidate may be located anywhere, as long as they are eligible to work in the US and can be available during at least part of regular work hours in Pacific Time.
- This position can start at the hired candidate's earliest availability.
- Funding for this position is currently available through December 2024 and may be extended, depending on funding availability.
- Springboard HealthLab staff are eligible for paid sick time, PTO, and paid holidays.

## Application Instructions

***Springboard HealthLab is an equal opportunity employer and strongly encourages applications from all qualified individuals. People with lived expertise in communities affected by health inequities are strongly encouraged to apply. We value the unique experiences, strengths, and perspectives that the applicant will bring to this position. Therefore, we will take into account not just academic training but also real work and life experience, engaging in a holistic review of each applicant's personal and professional experience, skills, and values.***

Please submit the following to Jen Hecht, Executive Director, at [apply@springboardhealthlab.org](mailto:apply@springboardhealthlab.org):

- Resume/CV
- Two references with contact information (current or former supervisors or co-workers, professors or teachers, or other professional references welcome)