



TAPESTRY FAMILY SERVICES JOB DESCRIPTION

POSITION: Admin Specialist II, III – Data Analyst

GENERAL DESCRIPTION: Under the direction of the Fiscal Supervisor, the Administrative Specialist II, III – Data Analyst performs a variety of administrative, data entry, and analytical functions in support of agency operations. This is a multifaceted administrative role involving data entry, including electronic health records data entry, data tracking, reporting, record maintenance, and other administrative projects across various departments and programs. The position includes specialized data-related and analytical responsibilities that require attention to detail, problem-solving, and the ability to apply professional knowledge to support accurate and effective processes and outcomes. The Data Analyst involves travel using a vehicle to various Tapestry sites or other locations deemed necessary to fulfill job responsibilities. In the event a company vehicle is not available staff are expected to utilize their personal vehicles for travel (mileage reimbursement provided). Other tasks may be assigned based on department and/or business needs and the department supervisor.

MINIMUM QUALIFICATIONS: **Administrative Specialist II:** An individual who has 3-5 years of administrative experience, or
Administrative Specialist III: An individual who has 6+ years of administrative experience

- Valid Driver's License for at least 2 years
- Experience in high level administrative and operational supports
- Advanced computer skills with experience, knowledge and applied use of Microsoft programs such as Outlook, Teams, QuickBooks, Excel, Word, PDF, Adobe, Publisher, JotForm, DocuSign, etc.
- Documentation and reporting skills including detailed recording keeping abilities
- Ability to maintain strict confidentiality requirements and HIPAA guidelines
- Exceptional interpersonal communication skills, both written and verbal
- Self-driven motivation with task tracking, timely follow up and accountability of assigned tasks
- Sensitivity to service population in regard to culture, religion, race, gender, socioeconomic standing, etc.
- Ability to represent the agency's mission and values as the first point of contact with the community and requests for agency services
- Ability to work autonomously exhibiting effective time management and decision-making abilities

BENEFITS:

- 11 Paid holidays
- Birthday holiday
- 401k retirement
- Health, vision and dental insurance offered
- 12 Paid vacation days per year
- 12 Paid sick days per year

CONDITIONS OF EMPLOYMENT: Clear background check with DOJ, FBI, CACI, Driver's License, Current Auto Insurance, Clean DMV Printout, required trainings post start date.

Medical conditions of employment: Obtain TB Test and Physical at time of offer.

TO APPLY: Email Resume to humanresources@tapestryfs.org
Admin Specialist II Hourly Range: \$22.35 to \$25.87
Admin Specialist III Hourly Range: \$25.87 to \$31.45