

# **New York Harm Reduction Educators, Inc.**

## **Position Open: Manager, Information Systems and Funder Reporting**

### **Agency Background**

*New York Harm Reduction Educators, Inc* (NYHRE) is New York's largest harm reduction/ syringe exchange program. Its mission is HIV prevention and comprehensive services for those at risk for, or infected with HIV. Legally constituted for 11 years, we serve approximately 20,000 people each year in the Bronx and East Harlem using a unique "street side service delivery" model. Mobile units are set up where risk behaviors take place and services are delivered right on the streets. There are also two offices, one in the Bronx and one in East Harlem, where services are offered.

### **Duties and Responsibilities of the Position**

Summary: The information systems manager installs and maintains computer systems, ensures that back up systems operate effectively, orders hardware and software, provides the ICT technology infrastructures, and contributes to organizational policy with regard to quality standards and strategic planning. Other roles include systems/business analyst, computer programmer, database administrator and support specialist.

### **Funder Reporting Duties:**

- Generates URS funder reports, reviews them, and corrects errors when necessary.
- Collects monthly narrative reports from program departments.
- Submits URS report and narrative report to the required funder before the report deadline.
- Ensures funder reporting system is up-to-date and functioning effectively, and that all data submitted to funders results from an accurate mapping of client forms to grant deliverables.
- Works intimately with funders to ensure all reports meet funder needs and grantor expectations.
- Works closely with program staff to ensure that funder reports are submitted accurately, that the information is comprehensive, and the reports are coherent and on time.
- Recruits, trains and supervises data management staff.
- Trains NYHRE staff on funder reporting needs.

### **Information Systems Duties:**

- Evaluates IT project proposals and assesses project feasibility.
- Consults with users, management, vendors, and technicians to determine computing needs and system requirements.
- Directs training of NYHRE staff on IT/Data entry topics
- Conducts the following daily operations / upkeep tasks:
  - Researches and installs new systems and fine-tunes old systems
  - Provides technical support; troubleshoots hardware and software problems

- Schedules upgrades and security backups of hardware and software systems
- Ensures the smooth running of all ICT systems, including anti-virus software, print services and email provision
- Ensures the security of data from internal and external attack
- Reviews and interprets organizational goals, policies, and procedures as it relates to data workflow.
- Provides senior managers with recommendation on the most effective and efficient way of managing the organization's data management and IT needs.
- Analyzes workflow and assigns or schedules work to meet priorities and goals.
- Develops performance standards and evaluates work in light of established standards.
- Meets with department heads, managers, supervisors, vendors, and others to solicit cooperation and resolve problems.

### **Professional Requirements and Experience**

- Extensive IT experience, including desk top support and network administration.
- Experience reporting to public and private funders.
- Experience working with program data.
- Experience working in a harm reduction environment in which many staff come from the communities the agency serves is preferred.
- Must be able to work as part of a team within a larger organization of multiple programs.
- Should be an organized, self-motivated person, committed to working in a multi-cultural, multi-racial diverse environment
- Preferred: bilingual (Spanish) and experience working with drug users.

**Reporting to:** Chief Operating Officer

**To apply:** Send CV, cover letter and salary requirements to Carol Lemus, at [clemus@nyhre.org](mailto:clemus@nyhre.org) or via fax at 718-842-2593.