



## **Position Title: CPIT Data Assistant (Part-Time)**

### **Position Summary**

The CPIT Data Assistant (Part-Time) provides administrative and data management support to the Memphis Child Advocacy Center and the Shelby County Child Protective Investigation Team (CPIT). This position is responsible for accurate entry, maintenance, and tracking of case information across internal databases and systems, including Trak, CPIT logs, etc.

This role supports multidisciplinary coordination by ensuring timely and accurate data for case review, reporting, and accreditation requirements. The ideal candidate is detail-oriented, organized, and able to manage confidential information in a fast-paced, collaborative environment.

### **Key Responsibilities**

- Enter and maintain case information in Trak and other CAC data systems
- Assist with compiling monthly, quarterly, and annual program data and reports
- Ensure accuracy, completeness, and timeliness of all data entries
- Support administrative functions related to CPIT meetings and coordination
- Assist with data collection and reporting for NCA accreditation and grant requirements
- Maintain strict confidentiality of all case-related information

### **Qualifications**

#### **Education & Experience**

- High school diploma or equivalent required; associate's degree preferred
- Previous experience in data entry, administrative support, or nonprofit/social services setting preferred
- Experience working with databases or case management systems (e.g., Trak) is a plus

#### **Skills & Abilities**

- Strong attention to detail and accuracy
- Proficiency in Microsoft Office and Teams products, particularly Excel, Word, and Outlook



- Ability to manage and organize large amounts of data
- Strong time management and organizational skills
- Ability to handle multiple tasks and meet deadlines
- Ability to work both independently and as part of a team
- Clear and professional communication skills
- Ability to type efficiently and accurately; typing assessment required

## Personal Characteristics

- High level of integrity and professionalism
- Ability to maintain confidentiality and handle sensitive information
- Ability to work with sensitive information related to child abuse and neglect while maintaining professionalism, accuracy, and confidentiality
- Reliable, dependable, and self-motivated

## Other

- Work hours: This is a part-time position (20 hours per week) with a consistent weekly schedule aligned with CPIT operations and case review preparation needs (e.g., weekday daytime hours)
- Employees may request to work remotely up to one day of work per week; flexible scheduling options may be accommodated with supervisor approval
- Must have reliable transportation and valid driver's license

## Benefits

- 13 paid holidays plus floating holiday
- Paid Time Off (PTO)
- Employee Assistance Program (EAP)

## Hourly Rate

\$20 Per hour

**Applications will be accepted until final candidate is identified.  
Send cover letter, resume and list of 3 professional references to  
[apply@MemphisCAC.org](mailto:apply@MemphisCAC.org) with the subject line: Data Assistant.**

*The Memphis Child Advocacy Center serves children who are victims of sexual and physical abuse through prevention, intervention, and education. Our vision is a community where children are safe, families are strong, and victims become children again.*

The Memphis Child Advocacy Center is an equal opportunity/equal access employer.