



justice, hope & safety

**Job Announcement
Data Coordinator
September 2026**

The Political Asylum/Immigration Representation Project is the leading provider of pro bono legal representation to low-income asylum-seekers and immigrants unjustly detained in Massachusetts.

Job Title: Data Coordinator

Reports To: Development Director

Position Status: Full-time; Non-Exempt (Unit position)

Position Description

As a contributing staff member of PAIR, the Data Coordinator will support the overarching mission of the organization and help PAIR's legal programs to achieve its goal of ensuring PAIR clients receive high-quality legal representation as they seek asylum and other related forms of humanitarian relief in the United States. The Data Coordinator is responsible for managing PAIR's CRM and other information systems, providing organizational and program data-management support. This role will not directly work on PAIR cases or with clients. The position is a hybrid work model of both remote work as well as work in the office (2 days/week), which includes on site at a partnering stakeholder's place of business (such a community partner or law firm) when necessary.

The Data Coordinator will work under the supervision and direction of the Development Director to conduct the following activities:

- Maintaining and coordinating aspects of PAIR's CRM database and other information systems to ensure data accuracy, security, and integrity across the organization
- Supporting all staff, programs and organizational data entry efforts, including but not limited to information about intake and screening clinics, client cases, volunteers, trainings, campaigns, donors and donations, etc.
- Supporting all reporting efforts using CRM database, including designing and modifying report templates, supporting staff with report-building, and generating reports, etc. and other systems related to program and organizational data management

- Developing capacity to modify or customize the structure of CRM database to ensure the platform is adequate and tailored to meet the needs of the staff and organization
- Conducting regular audits of CRM database and other systems related to programs and organizational data management to ensure quality and timeliness of data entry by staff and to identify databasing errors
- Working with the Development Director and Executive Director to provide ongoing trainings and support to staff around data entry and reporting
- Compiling statistics and assisting with grant proposals or reports to support PAIR fundraising efforts and to track metrics
- Serving as in-house expert on PAIR's CRM database and other systems related to programs and organizational data management
- Drafting and sharing updates to staff around CRM database updates and other systems related to programs and organizational data management as needed
- Working with the Development Director and Executive Director to set and implement standards and processes for data entry in Salesforce
- Updating internal Salesforce User Manual regularly
- Attending all necessary meetings to maintain updated understanding of data entry needs
- Working with staff and programs to support data-driven decisions and streamline workflows
- Assisting with special data projects and upgrades, as needed
- Working with Salesforce consultants to stay informed of and supporting updates and/or complementary software or apps
- Perform other duties as needed, including duties as part of PAIR's overall staff or as identified by the Executive Director or Board of Directors

Qualifications

3-6 years of experience in using data tracking software; nonprofit experience *preferred*

Experience in research, evaluation, and/or data management

Experience with Salesforce, including administration, *preferred*

Solid understanding of outcomes measurement, program evaluation and/or grants reporting *preferred*

Massachusetts residency required

Strong organizational and multitasking skills

Experience in a fast-paced, team environment

Proficiency in Microsoft 365 Suite (Word, Excel, SharePoint) and/or Google Suite or equivalent

Commitment to maintaining confidential information and data privacy

Comfortability in handling sensitive and confidential information

Ability and willingness to manage up and anticipate needs

Ability to communicate in person, phone, and electronic communication

Must have cultural sensitivity and ability to relate well and effectively in a diverse workplace with a diverse client population

Ability to establish and maintain a positive and professional relationship with co-workers, clients, and community service providers

Salary is commensurate with experience (target range is from \$61,500 - \$67,500).

Currently, PAIR's starting salary for a data coordinator is \$54,000. For 3-6 years of experience, PAIR's current salary range is \$61,500 - \$67,500, as set by the PAIR union salary grid.

Hours:

40 hours per week, hybrid schedule

Benefits:

PAIR offers generous benefits including health insurance (currently 100% premium covered for employee only), dental and vision insurance (currently 50% premium covered), 20 days accrued paid PTO, 10 sick days, 13 paid holidays, summer half day Fridays, 403(b) plan, short & long term disability, Paid Family/Medical Leave through MA DFML, professional development, Employee Assistance Program (EAP), HRA Wellness plan, and group life insurance.

PAIR is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in both its staff and work. We encourage all people to apply, including Black, Indigenous, and People of Color (BIPOC), immigrants, people of all gender identities, and LGBTQ+ candidates. Nominations or applications, including a cover letter, resume, and 3 references, should be sent to career@pairproject.org.

By submitting an application to PAIR, you are confirming that everything included in your application is true and correct to the best of your knowledge.

Please no inquiries or phone calls.

Applications will be accepted on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified.