

Job Description

POSITION TITLE: Data and Outcomes Specialist

DEPARTMENT: Academy

REPORTS TO: Deputy Director for Corpsmember Programs

Direct Reports: None

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY

Major responsibilities will be creating data collection systems, processing data, and tracking outcomes as they pertain to grant and charter school accountability. Works closely with senior management and program staff to create high quality reports and communication around data and progress toward goals. Guides staff in creating systems and instruments to be used in gathering data in response to various grant requirements and program goals while also assessing and utilizing current systems and structures.

General Responsibilities

- Serve as primary data manager and oversee our database which includes but is not limited to:
- Data entry and management
- Managing corpsmember and program information to help ensure we are on target for established milestones
- Coordination of data and development of reports
- Produce operating dashboard and quarterly reports

Specific Job Responsibilities

- Ensure implementation and management of outcomes data system
- Manage data collection projects through gathering data from staff and entering into a variety of database systems
- Build upon and create systems, interventions, and/or methodologies to measure outcomes for programs and to assess the effectiveness of program delivery
- Coordinate the development of data reports for grant and accountability purposes
- Assist with the analysis of data
- Oversee quality and data integrity processes
- Create reports showing outcomes and deliverables that can be distributed internally and to the general public
- Train appropriate Civicorps staff in the use of applicable reporting systems
- Attend necessary trainings related to external database systems used for grant tracking
- Assist with the development of data collection tools, such as surveys and evaluations
- Assist and provide data for dashboard, timelines and highlights for program purposes
- Assist in the production of written and visual materials for reports and presentations to multiple stakeholder audiences
- Work closely with department staff and as a member of a dedicated team of professionals

Job Description

Knowledge, Skills, and Abilities

- Excellent research and analytical ability and knowledge of various research approaches and methods
- Advanced knowledge of Microsoft Office database systems (Excel, Access)
- Some knowledge or familiarity with data visualization software (Tableau, Photoshop, Adobe Illustrator etc.) is preferred
- Strong organizational skills, attention to detail, and commitment to producing high-quality deliverables in a timely manner
- Excellent communication ability in English, both written and verbal
- Ability to work independently to complete assigned tasks as well as the initiative to anticipate project needs and respond accordingly
- Ability to successfully implement simultaneous projects and competing demands in a fast-paced team oriented work environment

Education/Qualifications

- Minimum education: Bachelor's degree with coursework in research methods and statistics
- Must have at least two years of data entry, analysis, and research and/or evaluation experience
- Experience with interpreting data and presenting findings in reports
- Experience with survey design, survey administration (including web-based surveys), data entry and cleaning is preferred
- Ability to pass state and federal criminal background checks and a TB test.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTICE: The statements herein are intended to give a broad description of this job function and should not be construed as an exhaustive list of all responsibilities, duties and skills required.

Employee Signature

Date