

Early Learning

INDIANA

POSITION TITLE:	CCR&R CO Data Specialist
------------------------	-------------------------------------

JOB SUMMARY

The Data Specialist will support data navigation initiatives by designing and performing data collection and analysis. The Data Specialist ensures that all relevant performance data and information on families, programs, community organizations and the local Child Care Resource & Referral (CCR&R) Network itself are collected, analyzed, utilized and stored for quality improvement and monitoring purposes. The Specialist will work within specific systems such as Work Life Systems (WLS), Microsoft Power BI and the Brighter Futures Data Center. The Specialist will produce surveys, analyses and scorecard tracking materials.

ESSENTIAL RESPONSIBILITIES

- Design methods to assess the needs of various consumer groups, utilizing demographic and geographic data as well as State and Federal statistics.
- Maintain a standardized process for CCR&R CO and CCR&R Network data collection, aggregating to a state-level view and community-level dashboards.
- Maximize productivity and usefulness of available data, including building integrations between systems and other comprehensive improvements.
- Support local CCR&Rs with data collection training, resources and technical assistance.
- Analyze available data and complete monthly, quarterly, and annual reports to OECOSL and the CCR&R Network in alignment with approved templates.
- Ensure data integrity through regular quality assurance reviews to ensure statewide data integrity.
- Other duties as assigned to advance the mission of CCR&R CO and CCR&R Network.

EDUCATION, EXPERIENCE, & OTHER REQUIREMENTS

An individual must have the following education and/or experience.

- Bachelor's degree in data science, business intelligence, statistics, information science, or other data related field required.
- Three (3) to five (5) years of experience working in data analysis, collection, visualization, and/or reporting required.
- Experience managing, collecting and analyzing data in Microsoft Power BI, Excel and/or Survey Monkey preferred.

COMPETENCIES & SKILLS

The successful team member will demonstrate individual competency in the following areas:

- Ability to manage large data sets with a high level of data integrity
- Ability to communicate data outcomes to various audiences
- Strong project management skills
- Excellent verbal and written skills
- Ability to multi-task, prioritize and be detail-oriented
- Demonstrates professionalism in appearance and actions
- Demonstrates fair treatment of others and supports a positive work environment
- Takes initiative and works proactively towards goals

WORK CONTEXT

The requirements described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Early Learning

INDIANA

- The team member frequently is required to:
 - Stand, walk, sit
 - Use hands and fingers to handle books, paper, technology
 - Use computer and other electronic equipment and technology
 - See and read
 - Communicate with multiple audiences, including children, families, colleagues, and management
 - Reach with hands and arms
 - Stoop, kneel, crouch, crawl
- Legally able to work in the United States for any employer.

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive list of work requirements.

Employment with Early Learning Indiana is contingent upon satisfactorily completing pre-employment requirements. Pre-employment screenings include, but are not limited to, criminal background and drug screenings. Employment with Early Learning Indiana is at-will.

ABOUT EARLY LEARNING INDIANA

Early Learning Indiana is a nonprofit organization on a mission to ensure children are empowered with essential skills to thrive in kindergarten and beyond. We practice what we teach by operating a network of premier, community-based schools – called Day Early Learning centers – where we advance the science of early education, invest in a new generation of teaching, and instill essential skills in over 1,000 children each day. Building on more than a century of experience, Early Learning Indiana also serves as a leading voice and advocate for the transformation of Indiana’s early learning landscape by addressing systemic barriers to access, affordability, and quality. Learn more about us at EarlyLearningIn.org.

Early Learning Indiana is an Equal Opportunity Employer. We provide Equal Employment Opportunities (EEO) to all team members and applicants for employment without regard to race, color, religion, gender identity, sexual orientation, national origin, age, disability, genetic information, sex, citizenship status, military status, marital status, amnesty, or other status protected by law.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Team Member’s Signature

Date

Supervisor’s Signature

Date