

**Position:** Data Specialist

**Reports to:** Data Manager

**Purpose of Position:** This position will support in data integration, collection, and analyzation to assist Child Care Aware of Kansas in making data informed decisions and developing report capabilities.

**Status:** Non-Exempt

## Duties and Responsibilities

**Analyze results of child care resource and referral services by compiling and synthesizing reports and ensuring accurate data is collected in WorkLife Systems (WLS).**

- Utilize database programs and run data queries.
- Performing regular data integrity and quality audits.
- Build visualization reports including dashboards and maps.
- Support and respond to a variety of data requests, including utilizing complex processes to produce reports in a timely manner.

**Research and produce papers, special reports, and documents related to early childhood for use in presentations, program development, data processing, and other program-specific purposes, including but not limited to:**

- Child Care Supply Demand
- Workforce Study
- White papers
- Program evaluation

**Build and foster collaborative relationships with other staff within the organization to stay informed and abreast of new initiatives and services. Engage in regular communication to promote and support the work of Child Care Aware® of Kansas.**

- Collaborate with other team member to enhance data reports and continuous quality improvement efforts across the organization.

**Participate in a variety of meetings to ensure communication and tasks are completed and:**

- Participate in staff meetings
- Participate in regional data meetings
- Meet regularly with direct supervisor
- Participate in a variety of committees to ensure the strength of organizational activities

**Participate in a variety of professional development events in order to stay current with early childhood research, trends and best practice.**

- Use knowledge and skills gained through professional development to expand and/or enhance services provided by Child Care Aware® of Kansas

**Complete required Child Care Aware® of Kansas employee reports and duties in accordance with organizational policies and procedures.**

**Education:**

Bachelor's Degree in Business or a related field **OR** Associate degree in Marketing, Communications, or a related field with 1 year working experience.

**Experience:**

- Knowledge of Microsoft suite of tools and including creating and editing documents and spreadsheets.
- Experience in nonprofit environment preferred.

**Special Knowledge and Skills:**

- Bilingual preferred.
- Proficient using Microsoft Word, Excel, and Access, including creating and editing documents, and spreadsheets.
- Commitment to diversity, equity, and inclusion.
- Ability to effectively communicate and collaborate with diverse internal and external stakeholders.
- Strong organization and time management skills, with ability to work independently and collaboratively.
- Effective listening and problem-solving skills.
- Excellent oral and written communication skills (in person and in virtual interactions).
- Ability to complete tasks in a timely manner and to multi-task.
- A passion for increasing the quality of child care for children and their families.
- Ability to adapt to changing situations and priorities.

**Miscellaneous Requirements:**

- Treat information on clients (individual people and organizations), staff and Board members in a confidential manner.
- Willingness to work flexible hours, including some weekend, evening, and overnight travel.
- Valid Kansas driver's license.

**EEO Statement**

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Together, we can do better. Child Care Aware of Kansas is committed to:

- Creating a diverse environment and is proud to be an equal opportunity employer.
- Complying with all fair employment practices regarding citizenship and immigration status.
- Attracting and retaining a diverse staff – we will honor your experiences, perspectives and unique identity.

**Disclaimer**

The statements herein are intended to describe the general nature and level of work performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.