



United Way of Tucson
and Southern Arizona

UNITED WAY OF TUCSON AND SOUTHERN ARIZONA Position Description

Data Analyst
Full Time, Exempt
May, 2019

Salary Range - \$47,000 - \$52,000

Job Summary:

The Cradle to Career Partnership (C2C) of Pima County serves as a catalyst for working together, across sectors, and along the educational continuum to drive better results in education, for every child from cradle to career. Reporting to the C2C Data Manager, this is a full time, exempt position for a motivated individual who is eager to learn, detail oriented, a systems thinker, and can communicate effectively.

This is a grant-funded position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- With C2C Data Manager, provide data support to C2C leadership, networks, and partners in order to ensure collaborative efforts are data driven and continuously improving, including developing platforms and processes to increase the accessibility and usability of data throughout the partnership.
- Assist with education-based data projects through the entire continuous improvement cycle, including navigating data sharing agreements and partnerships, project implementation, data collection, data entry and cleaning, and analysis to identify key insights.
- Assist with the updating of annual community impact report data and documenting data sources as needed.
- Provide technical support to partners within Apricot, a shared online data management tool, including participating in relevant training to ensure data quality, ability to customize interface, and create customized reports.
- Assist in the updating of data tools that are shared with partners, such as interactive dashboards and data reports.
- Support Data Manager and other C2C staff in work sessions and presentations
- Conduct reviews of relevant educational research and stay knowledgeable of best practices regarding academic interventions and strategies.
- Responsible for upholding high standards of data security, privacy, and ethics.
- Responsible for working with Data Manager to ensure quality of C2C data products including implementing strong review processes and transparently documenting methodology.
- Build knowledge of continuous improvement methods and tools to educate and support C2C Change Networks and partners.
- Assist in the monitoring and documentation Change Networks' progress.
- Build relationships and work collaboratively with data staff within government agencies, education institutions and community organizations.
- Assist in other C2C Partnership activities and events as needed.
- Assist in other United Way initiatives and meetings as needed.

Other Duties as Assigned

EDUCATION, JOB KNOWLEDGE AND EXPERIENCE REQUIREMENTS

Required

- At least a Baccalaureate degree in public administration, education, social work, family studies, human services, research methods or a related field.
- Coursework and/or experience in data visualizations, research methodology, or relevant field.
- Passion for managing the quality & accuracy of data and analytics, including checking your and others' work.
- Knowledge of methods and procedures to research and interpret data/information.
- Advanced knowledge of Microsoft Office Suite.
- Ability to define problems, collect data and draw conclusions.
- Ability to communicate effectively and establish rapport with small team.
- Ability to maintain a flexible work schedule and adjust it as required by changing activities
- Must possess a valid driver's license, current auto insurance, daily access to reliable vehicle and able to occasionally lift up to 30 pounds.

Preferred

- Experience with data management and tracking tools such as Apricot, or equivalent.
- Experience with data visualization and/or data analytics software such as Tableau, Alteryx, or equivalent
- Knowledge of relational databases, database design, and query writing. Some background in statistics
- Knowledge of publically available datasets related to tracking opportunity youth and related educational and employment outcomes
- Excellent communication and presentation skills.
- Experience meeting deadlines for multiple projects in a fast-paced small team environment.
- Experience supporting non-profits or government agencies using data.
- Ability to present and train.
- Experience creating analytical products such as visualizations, dashboards, metrics, etc.
- Continuous quality improvement tools and techniques.

Knowledge & Technical Skills Excellent project management and organizational skills; ability to manage details and work independently; excellent written and oral communication skills and strong interpersonal skills required. Strong knowledge of early education and K-12 landscape and issues, including alternative educational pathways, highly desired. Demonstrated passion for the transformative power of education will be a key qualification for any applicant.

COMPETENCIES

Communication Maintains communication and works collaboratively with volunteers and/or other data analysts to provide support for networks of community partners; ability to communicate with diverse groups and “translate” vocabulary/jargon across sectors.

Problem Solving Ability to address and overcome complex issues to achieve desired results; great listener and seeks substantial input before making key decisions.

Embracing Change Champions change and provides tools to assist community partners in accelerating the change management process necessary to implement and sustain their proposed improvements.

Teamwork/Collaboration Reinforces collaborative approach in work with Partnership committees, staff, and other organizational partners to move the Partnership's work forward and achieve its vision, mission and goals. Must be able to establish and maintain effective working relationships with United Way staff at all levels, volunteers from diverse backgrounds, state and local government and philanthropic organizations, donors, community partners, and independent contractors.

Travel

Must have ability to travel to work in a variety of locations throughout the metropolitan Tucson area and other parts of the state when required.

CONFIDENTIAL DATA

This position has access to sensitive and confidential information, and is trusted to maintain these files and documents properly. These documents include, but are not limited to, financial information, grantee information and other business related material. Failure to safeguard this information could result in a loss of trust and reputation internally and externally.

PHYSICAL REQUIREMENTS

Low physical effort required to sit, stand at files, bend, stoop, lift, and walk. Maximum unassisted lift = 30lbs. Requires ability to use a keyboard, monitor and calculator. Also requires the ability to communicate verbally, both in person and on the telephone.

Thank you for your interest in this position. Please email resume and cover letter to:

jdenigris@unitedwaytucson.org