

DATA & REPORTING ASSOCIATE (PART-TIME) POSITION DESCRIPTION

Interested candidates should submit cover letter, resume, and three references to search@parentpossible.org.

Parent Possible equips parents with the tools and information to be their child's most valuable teacher, trainer, and mentor in life. We promote and oversee delivery of three proven parent engagement programs, providing access and support, ensuring efficacy and impact, and advocating and collaborating with early childhood partners across the state.

Key Duties & Responsibilities

- Conduct monthly and quarterly program site and aggregate reporting processes. This includes using online data systems, reviewing program site reports for timeliness and accuracy, aggregating data statewide, and compiling reports for state and federal funders.
- Ensure we meet reporting requirements of funders, including checking the completeness and accuracy of reports.
- Work with Data Manager to document data policies and protocols.
- Update data collection materials based on feedback from program sites and funder requirements.
- Ensure data system is operational and yields high-quality data in an efficient manner.
- Assist program sites on the use of data collection software.
- Identify and troubleshoot data submission errors and database issues.
- Perform and document procedures for data preparation including data cleaning, standardization, and reporting.
- Develop ad hoc reports as necessary.
- Foster relationships with program sites to plan and resolve data logistics. Use diplomacy and problem-solving skills to facilitate collaboration and process improvement.
- Maintain ongoing communication with program sites that is supportive and fosters collaboration.
- Build site capacity and buy-in to data collection and interpretation to improve quality and ensure compliance.
- Work effectively with peers internally and statewide.
- Attend and participate in related data meetings in the Denver Metro area, as needed.
- Assist with special projects and initiatives, as needed.
- Perform other duties as assigned.

Knowledge, Experience & Technical Skills

Required

- Demonstrated ability to work independently with data.
- Experience with database applications.
- Interest in working with data and mastering spreadsheets.
- Experience communicating with diverse audiences.
- Demonstrated competence with Microsoft Office Suite programs including Word and Excel.
- History of establishing and maintaining cooperative professional relationships.
- Ability to convey complex requirements clearly and understandably.
- Ability to apply a holistic approach to data management, encompassing governance, processes, quality principles, and technological solutions.
- Strong organizational skills and meticulous attention to accuracy and detail.
- Self-starter with ability to handle competing priorities, independently manage multiple tasks and projects, and manage time efficiently to meet multiple deadlines.
- Articulated belief in the mission and programs of Parent Possible, and the ability to quickly learn about the organization's services and priorities.

- Passionate about data and data quality and understand how it can contribute to effective business operations.
- High level of professionalism.

Preferred

- Demonstrated skills in statistics and statistical software such as SPSS, SAS, R, or STATA.
- Experience creating data collection forms, policies, and procedures.
- Experience with data management.

Other Position Information:

- Hourly, part-time position, 10-12 hours per week at \$13-15/hour.
- We will review applications on a rolling basis until February 8th, 2019.
- Parent Possible employees must be legally allowed to be employed in the United States and must be able to pass a comprehensive criminal background check.