

# Strong Families Strong Wyoming

## **Data Specialist/Manager Job Description**

SFSW is seeking a skilled and detail-oriented Full-time Data Specialist/Manager to join our team with a primary focus on data collection, analysis, and survey administration. This role will play a crucial part in supporting the organization's efforts to enhance program effectiveness and outcomes aimed at empowering youth with the skills and knowledge to equip them with essential life skills that promote well-being and interpersonal success. Position will contribute to informed decision-making and continuous quality improvement, ensuring that our programs have a meaningful and lasting impact for youth participants. This position will act as Site Administrator and will be responsible for managing database systems and accompanying spreadsheets for program data collection and analysis for two federally funded grant projects. Position will conduct Continuous Quality Improvement (CQI) activities to evaluate project performance and apply appropriate solutions for program improvement.

## **Essential Functions:**

### **Data Collection and Management:**

- Collaborate with project teams and partners to define data collection requirements, ensuring alignment with program goals and objectives.
- Develop and implement data collection strategies, which may include student survey administration, interviews, observations, and automated data sources.
- Create and maintain databases and systems to capture, organize, and store program-related data securely and efficiently.
- Conduct data collection and reporting summarizing service provision, training evaluations, partner reporting and performance.
- Generate reports from database for analysis and evaluation of program outputs/outcomes.
- Regularly update and validate data to ensure accuracy and completeness.

### **Data Analysis:**

- Conduct thorough data analysis to identify trends, patterns, and insights that inform program performance and impact.
- Generate comprehensive reports and visualizations to present data findings to stakeholders, highlighting key takeaways and actionable recommendations.
- Collaborate with project teams to interpret data and translate insights into strategic program improvement initiatives.

### **Program Improvement:**

- Work in collaboration with CQI consultant to evaluate outcome data and assess program performance.
- Identify areas for improvement and provide data-driven recommendations to refine program strategies for program improvement.

### **Survey Administration:**

- Manage the end-to-end survey process, including administration, data collection, and response tracking.
- Analyze survey results to extract meaningful insights that drive program enhancements and improvements.

### **Quality Assurance:**

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- Ensure the integrity and accuracy of collected data through regular audits and validation processes.
- Implement data quality control measures to prevent errors and inconsistencies in data collection and entry.

## **Collaboration and Communication:**

- Collaborate with project teams and stakeholders to understand data needs and requirements across various programs and initiatives.
- Communicate data findings and insights effectively.
- Assist in the development of quarterly and semi-annual Performance Progress Reports.

## **Perform additional duties as assigned**

## **Qualifications:**

- Bachelor's degree in a relevant field (e.g., Data Science, Statistics, Mathematics, Business) or equivalent work experience.
- Proven experience in data collection, analysis, and reporting.
- Proficiency in data management tools and software (e.g., Excel, Word, data visualization tools).
- Problem-solving skills and the capacity to make data-driven recommendations.
- Must pass background check
- Ability to travel

## **SFSW Team benefits include:**

- Health Insurance Reimbursement
- 401(k) with 3% company match
- Paid personal time off
- 11 full days plus 2 half days of paid holidays per year

## **Salary:**

- \$52,000-\$56,000/year

Please send resume to [jackie@sfsw.org](mailto:jackie@sfsw.org)