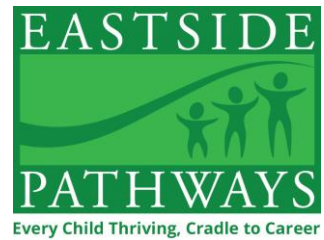


EASTSIDE PATHWAYS POSITION

Data Officer



Time Commitment: Full-Time

Founded in July 2011 in Bellevue, Washington, [Eastside Pathways](http://www.eastsidepathways.org) is a partnership established to improve student outcomes and achievement from birth to age 26 in East King County. Made up of nearly 70 public, private and nonprofit organizations – including municipalities and the Bellevue and Lake Washington School Districts - Eastside Pathways partners regularly convene to align organizational work, and together shape policies and practices to eliminate the opportunity and achievement gaps so that ALL children succeed from cradle to career.

The Partnership is staffed by a nonprofit, also called Eastside Pathways, which works alongside partner organizations and individuals to provide strategy, data support, communications, facilitation and operations support. The Data Officer position is part of the paid partnership staff.

For more information, please visit www.eastsidepathways.org.

POSITION DESCRIPTION:

The Data Officer (DO) reports to the Executive Director and works closely with the paid and volunteer staff, board members, and staff at our partner organizations. The primary role of the DO is to build capacity of Eastside Pathways to collect and report the data supporting each community-level outcome, build capacity among partner organizations to share and manage data in support of continuous improvement toward shared goals, and connect with peers locally and nationally to ensure investments leverage available tools and are consistent with best practices.

This person best suited for this position should be able to implement proactively, think creatively, problem solve, and share ideas for continuous improvement. This position guides the collection, organization, understanding and use of these data and maintains key external relationships in order to maintain data access. S/he should be able to work independently as well as collaboratively with staff and partners in a constantly changing environment. The Eastside is a very diverse community, all staff must be adept at working in a multicultural environment and committed to further developing their racial equity awareness and skills.

ESSENTIAL FUNCTIONS:

- Data support for collaborative action. Act as partnership staff's point of contact on data related topics:
- Maintain a robust understanding of Eastside Pathways outcomes-focused collaboratives and of best practices in using data to drive for social change.
- Create, maintain and/or oversight of results-based action plans and other tools and documents that guide partnership decision-making.
- For every partnership at every level, make total population size, trend data, and disaggregated proficiency data available.
- Work with partnership staff, data team members, and external partners to use this data and other resources to identify key drivers and validate key drivers using local data.

JOB RESPONSIBILITIES:

The DO is responsible for working with the ED, staff, volunteers, and partners to develop and lead a comprehensive data strategy and will subsequently be responsible for implementing and updating that strategy along with a Data Council made up of individuals from partner organizations. The DO will lead and facilitate the Data Council.

Specifically, the DO will deliver technical expertise to assess the impact and effectiveness of Eastside Pathways and partner projects and initiatives. S/he will provide data analysis and program evaluation, identify data sources, and provide data subject-matter expertise for Eastside Pathways' projects. The DO will support the use of a racial equity lens in data preparation, interpretation, analysis, and reporting to inform policy decisions and program implementation.

The DO will be responsible for conducting quantitative analytics and will leads efforts to develop new models, analytic processes, or system approaches as necessary. Given the early stages of the organization, this person will take a leadership role in building, improving, and streamlining data flow and quality to improve accuracy, viability, and value.

Sample Projects:

- Community Report
 - Serve as lead author and data analyst to complete the Community Report annually.
 - Research selected indicators and access data from reliable external sources (e.g., the school district, OSPI, Public Health).
 - Disaggregate and analyze data for context and focus.
 - Track, research, and document data sources.
 - Understand how the data are measured and updated.
 - Communicate key strategic changes in partnership since previous report.
- Convene and lead partnership Data Council to ensure alignment and agreement on shared goals, measures, and tactics toward progressing through the StriveTogether [Theory of Action](#).
- Analyze the data from various projects and make recommendations for future iterations.
 - Chronic absence and tardiness
 - "Summer slide" in elementary school
 - Successful transitions into middle and high school
 - "Summer melt" in college enrollment immediately after high school
- Collaborate strategically with partners to identify data sources for hard-to-measure areas such as school readiness, parent and family engagement, social-emotional learning, and workforce outcomes.
- Manage data issues related to the changing in the educational landscape (e.g., shift from MSP to Smarter Balanced assessments) or organizational landscape (e.g., updating baseline measures if/when Eastside Pathways expands to additional school districts).
- Research, as needed.
- Organize and recommend any needed software tools for data management and/or analysis.
- Active participation in the StriveTogether Community of Practice for data managers.

REQUIRED COMPETENCIES

- **Continuous improvement.** Confidence and humility to ask questions, admit and address challenges, "fail forward," and learn and test continuous improvement tools and techniques.

- **Technical Skills.** Bachelor or advanced degree (Master's, Ph.D.) in a quantitative or research field such as business operations, economics, sociology, public policy, that requires 2 or more years of statistical analysis education/experience. Ability to anticipate the impact of emerging technologies and make adjustments to adopt new technologies (and to expand knowledge within the technologies they know well); and to build capacity among others to access, understand, describe and use data and technology platforms.
- **Communication.** Ability to write and speak with diverse stakeholders; to discuss complex data topics in ways that are appropriate to the audience; and to understand how data tools are used and to learn from that knowledge.
- **Project Management Skill.** Ability to define a project's scope, resource requirements, dependencies, steps and timelines and to manage against these, while also attuning to relationship management needs.
- **Strategic Mindset.** Ability to anticipate future needs/realities; to help stakeholders strategize around what data might help them move key work forward; and to draw connections across people, plans, and conversations.
- **Integrity.** Gains the trust of others by taking responsibility for own actions and telling the truth; stays current on the rules and regulations that govern their area of responsibility; maintains and respects confidentiality of sensitive information; and recognizes and learns from mistakes.
- **Manage Self.** Ability to operate effectively, even when things are not certain or the way forward is not clear. Comfort with ambiguity and ability to help create a path forward.

QUALIFICATIONS:

The most successful candidates will need to possess the required qualifications below:

- At least 2-4 years of industry experience within a complex (in number and variety of constituents) for-profit or non-profit entity.
- Experience with large amounts of data, organizing data in relational databases and complex spreadsheets, conducting analysis, and presenting findings.
- Experience working with Tableau preferred. Proven data visualization ability including best practices in presenting user-friendly data and analysis required.
- Leading projects of increasing scope and complexity that effectively build the capacity of organizations to use evidence, data, and research to inform strategy and decision-making.
- Ability to pass a background and education check.

Desired Experience:

- Familiar with the K-12 education sector.

Skills:

- Ability to communicate complex data findings clearly to a lay audience.
- Strong critical thinking and problem solving skills.
- Ability to lead cross-sector work groups.
- Strong Excel skills, or experience with other analytic tools or software.
- Proficiency with Tableau.
- Proficiency with Adobe Photoshop and InDesign.
- SQL query experience.
- Excellent writing/editing and verbal communications skills.

Personal Qualities:

- Highly collaborative style.
- Relationship builder with flexibility.
- High energy, maturity, and leadership.
- Self-starter who is able to work independently.
- A strong track record as an implementer who thrives on ambiguity.
- Strong interpersonal skills with an aptitude for managing key relationships and setting expectations with tact and diplomacy.
- Systems thinker who enjoys creating and implementing new initiatives.

ADDITIONAL INFORMATION:

While the office space is at St. Andrew's Lutheran Campus, meetings are around Bellevue and the Eastside in various locations. Applicant must be able to provide his/her own transportation.

Compensation:

Annual salary range \$60k - \$75k (DOE) and a monthly stipend to assist with health care.

How to Apply:

Please apply by submitting your cover letter and resume in a *single MS Word document* to jobs@eastsidepathways.org. In your submission, please describe your particular interest in and qualifications for the Data Officer position. This position will remain open until filled.

Eastside Pathways is an Equal Opportunity Employer that does not discriminate against individuals on the basis of race, religious creed, color, national origin, ancestry, sex, sexual preference, age, marital status, veteran status, mental or physical disability, or any other legally protected class in its employment policies or other programs and activities.