



DATA AND EVALUATION MANAGER Position Announcement

The Data and Evaluation Manager is a full-time position (36 hours per week) with the White Center Community Development Association (WCCDA). The Data and Evaluation Manager is responsible for (1) assisting WCCDA in using data to inform the development and/or implementation of the cradle to career pipeline and targeting interventions effectively; (2) implementing a plan for collecting the data internally and from external partners; (3) supporting the timely and accurate collection of data; (4) sharing data and reporting progress regularly with staff, partners, families, funders, and other stakeholders; and (5) organize and coordinate the annual White Center community survey.

Position/Classification: Full-time, Program Manager

Reports to: White Center Promise Director

Direct Reports: College Interns and Industry Volunteers

Customers: WCCDA staff, White Center partner agencies, schools, families and other stakeholders

Essential Job Functions:

- Coordinate the development and maintenance of a comprehensive, multi-organization, longitudinal data tracking system using Apricot software from Community TechKnowledge.
- Ensure maintenance and updates of the WCCDA database and data dashboard on a regular basis for rapid time reporting.
- Provide staff with training and technical support for Apricot software.
- Assist with identifying indicators of success of individual programs and overall effort, and setting challenging but achievable targets.
- Identify and gather consistent data and performance indicators for flagship grants and reports.
- Collect and analyze large publicly available data sets as appropriate and necessary.
- Organize all data migration from partners to ensure fidelity of data and coordinate an ongoing data collection plan.
- Ensure database meets all security, privacy and confidentiality requirements.
- Provide staff, community partners and residents with disaggregation, analysis and interpretation of data to measure the impact of WCCDA activities and drive interventions that improve outcomes.
- Prepare data summaries, analysis reports and presentations using narratives, tables, graphs, and maps that make complex topics, data, and analysis understandable to a variety of audiences, including staff, residents, and community partners.
- Oversight and coordination of a White Center Community Survey every year;
- Represent the organization as needed at meetings and other forums with a variety of agencies, groups and organizations.
- Supervise Information Systems college/ Technology College Interns
- Other duties as assigned.

Minimum Qualifications:

- Minimum of three years' experience with data collection, qualitative and quantitative analysis, database and data system development and management, and research skills required.
- Commitment to improving outcomes for low-income youth and families using an equity and racial justice lens.
- Highly self-motivated, organized, detail-oriented and able to exercise initiative.
- Excellent follow through and fulfills responsibilities in a timely manner.
- Knowledge of statistical and data analysis tools.
- Microsoft Excel, Word, Outlook, and proficient in Access and/or other database programs. Experience working with CTK Apricot or similar client management systems preferred.
- Experience with education, health, and social services data.
- Strong knowledge of HIPAA and FERPA requirements.
- Strong written and oral communication skills, and the capacity to convey technical information to a wide variety of audiences.
- Strong interpersonal skills, able to work collaboratively, and bring about consensus.
- Capability to adapt in a rapidly changing and organic environment

Education & Experience

WCCDA seeks candidates with knowledge in data systems development and management, data analysis, and data security and compliance at a level normally acquired through the completion of a Bachelor's Degree plus three years of experience, or a Master's degree. Familiarity with White Center, non-profits, and education and human services data is highly preferred. However, any combination of experience and training that would likely provide the required qualifications and skill set will be considered.

Pay Rate: \$25 per hour. Pro-rated Medical/Dental/Vision provided.

Application submittal: Application must be received by Friday, April 21st 2017 at 5:00pm PST for first review. Interested parties should submit a 1) cover letter, 2) resume, and 3) a copy of a report or presentation that demonstrates your writing and analytical skills. Complete application materials should be sent to Aaron@wccda.org with "Data and Evaluation Manager Application" in the subject line or mailed to the White Center CDA, 605 SW 108th Street, Seattle, WA 98146.

Physical Demands & Working Conditions: Work is performed in an office environment. While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor. Some heavy lifting and physical labor is required during special events. This position requires occasional travel to meetings and conferences. Some evening meetings and/or weekend events will be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The White Center Community Development Association prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, or sexual orientation in its programs and activities or in employment and application for employment as protected under state or federal law. We are an equal opportunity employer.