Position Title: Data Specialist
Job Type: Full-time, Regular
Reports To: Director of Data & Impact
Location: Hybrid

Job Summary:

The **Data Specialist at Communities In Schools of Ohio** will play a crucial role in the creation, management, and interpretation of data and systems to drive informed decision-making and enhance student outcomes. The ideal candidate will possess strong analytical skills, attention to detail, and the ability to communicate complex data effectively to diverse stakeholders.

Key Responsibilities:

- Assisting with management of the CIS national data system (CISDM)
- Conducting appropriate analysis of quantitative and qualitative program data
- Ensuring the CIS team has access to data for informed decision-making.
- Provide analysis and interpretation of key performance data (academics, attendance, SEL, behavior, parent engagement).
- Assist program staff in utilizing data, analytical tools, and analysis to drive student growth and achievement.

Data Analysis and Interpretation:

- Produce memorandums, presentations, and reports to communicate data effectively to stakeholders.
- Creating impactful documentation and visualizations of data (dashboards, reports, presentations) to communicate data effectively to internal and external audiences.
- Interpret large-scale data sets to identify patterns, trends, and make statistically significant inferences that inform region-wide practices.
- Explain complicated data sets and interpretations to a diverse range of stakeholders.

Support Data Compliance and Reporting Systems:

- Assist with federal, state, and local reporting requirements.
- Ensure accuracy and validity of all data reporting.
- Support training of CIS staff on data reporting, interpretation, and compliance.

Qualifications:

- Bachelor's degree required.
- Postgraduate degree in related field (preferred).
- Proven experience in data analysis and management, preferably in an educational or nonprofit setting.
- Proficiency in data visualization tools and statistical analysis software.

- Strong communication skills with the ability to convey complex data concepts to diverse audiences.
- Familiarity with educational, federal, state, and/or local reporting.

How to Apply:

Interested candidates should submit their resume and cover letter to Amber Stevens, astevens@ciskids.org.

Communities In Schools of Ohio is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply.