

Job Summary:

The Data Specialist is responsible for the overall tracking, monitoring and reporting for the Technical Assistance (TA) contract in partnership with Shine Early Learning and Indiana's Office of Early Childhood and Out of School Learning (OECOSL). The Data Specialist will be responsible for collecting and monitoring the reporting requirements for SPARK Learning Lab. This will include setting up a system to collect, assess and report out on the benchmarks for the new TA contract and other internal requirements. The Data Specialist will work in collaboration with project leadership and external stakeholders.

The contracted project is with the state of Indiana's technical assistance services for child care. The position can be remote-based in Indiana.

Essential Functions

- Determine the benchmarks and reporting requirements necessary for the contract
- Develop a data collection system to pull the data for the reports
- Confirm report structure and reporting timeline
- Manage all of the data that needs to be collected and reported for state requirements as well as internal reporting
- Monitor and assess the data to make recommendations for improvement with the team
- Develop visual reports and dashboards to help the team stay on track with benchmarks
- Gather, analyze and use the data to forecast future needs or opportunities for SPARK to address
- Be a resource and advocate for data within the organization by teaching and empowering others to use data
- Other duties as assigned

Education and Experience

- Bachelor's degree in Business, Analytics, Computer Science or related field required
- 3-5 years of experience in data analysis and data management
- Prior experience in education a plus
- 2-3 years of experience using Tableau
- Prior experience of Salesforce a plus

Knowledge, Skills and Ability

- Experience using data to generate clear and effective recommendations
- Ability to translate "data speak" to external teams, such as program staff, marketing
- Experience using data visualization software, such as Tableau, Microsoft Power BI, SQL Server Reporting Services (SRSS) to create visually appealing graphics, reports, and dashboards
- Experience using Survey Monkey and/or Google Forms, such as drafting surveys, collecting survey responses, and analyzing survey responses
- Ability to learn new data systems and software
- Ability to be creative and think around problems

- Adept at completing multiple tasks and meeting deadlines in a fast-paced environment
- Able to foster strong collaborative relationships working in a highly matrixed environment
- Strong analytical and problem-solving skills
- Possess end-to-end project management skills moving concepts through design, development, implementation and continual improvement
- Strong team orientation and ability to work effectively in collaboration with diverse groups of people
- Ability to interact effectively with people from diverse backgrounds.
- Ability to communicate effectively, verbally and in writing
- Strong computer literacy skills: MS Office, Google apps, and data visualization software
- Must be honest, dependable and able to meet deadlines
- Self-motivated and able to work independently
- Commitment to support and exemplify shared mission and values!

Salary/Benefits

Salary is \$55,000 to \$65,000. Employee medical, dental, vision and life coverages are provided at no cost. A 401k plan with a match is also provided.

To Apply

Interested applicants should submit a cover letter, resume, and work sample to admin@transformconsultinggroup.com. Questions or inquiries may be submitted to this email address as well.

We are an equal opportunity employer committed to creating a diverse and healthy workplace.