

Position: Asst. Director, Community School Network Data
Department: Executive Office
Supervisor: AVP, Data & Evaluation
Employment Status: Hourly, NonExempt, Full-time (37.5 hrs per week)
Hourly Rate Range: \$25.50 to \$28.00

Position Description

Responsible for the collection, aggregation, reporting and analysis of all data required to measure, evaluate and improve our Community Schools initiative.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Extract, transform (sort, organize, clean, format), summarize, analyze, and interpret qualitative and quantitative data for proposals, data walks, reporting, progress monitoring, marketing and communications, and improvement.
- Present findings, innovate data visualization and create reports that allow us to see our work in new ways.
- Engage Community School stakeholder groups (district administration, principals, community school coordinators, parents, students) in the ongoing development of shared data, measurement and evaluation frameworks.

Work Experience and/or Education

Minimum 1 year of experience (paid or unpaid) in a range of the following: data research, data analysis, and project management, non-profit management and operations, funder or grantor operations. Relevant coursework considered in lieu of work experience.

Skills

- Excellent qualitative and quantitative skills, including the ability to examine available data, apply decision rules and analytical methods, and prepare meaningful reports based on analyses that enable strategic actions.
- Understanding of concepts related to data equity
- Experienced in the collection and aggregation of population level data indicators
- Advanced user of MS Excel
- Proficient in Microsoft Windows, Outlook, Teams
- Ability and interest in self-learning new technologies
- Familiar with data visualization systems (Tableau) a plus
- Understanding of and commitment to the mission, vision, and goals of United Way.

Reasonable accommodation may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

Benefits Package

The benefits package includes subsidized medical, dental and vision insurance, fully paid life and ltd insurance, a 401k retirement plan with employer contributions and a generous paid leave policy.

Work Location & Schedule

This position is in person in our office in Allentown, PA for at least 70% of the schedule. Our schedule is flexible within normal business hours M-F.

Apply here: <https://my.career.place/static/jobs/assistant-director-community-school-network-data-cm0bdk998061c0pnqa44oizdg?source=uwglv>