

Hazard/Perry County Cradle to Career Coalition

Data Coordinator

Job Description

Overview

Data Coordinator, Hazard/ Perry County Cradle to Career Coalition- Perry County, KY

Working in a never dull, supportive, growth-oriented environment, the Hazard/Perry County Cradle to Career Coalition's Data Coordinator oversees the Hazard/Perry County Rural Accelerator Initiative (RAI) data collection systems and training, and supports data analysis and reporting on behalf of the RAI.

You will interact with the Hazard Perry County Cradle to Career Coalition's Leadership Table, volunteers, community members, and donors that are all working toward improving Perry County by defining and maintaining data and knowledge management systems. This includes developing a data collection process, collecting and quality checking program and population level data, providing training and technical assistance to other, compiling reports on frequent deadlines and data point, and developing innovated solutions to data collection challenges as they arise.

This position is full-time (40 hours a week) and is hybrid with 1-2 days in office.

About the Hazard/Perry County Cradle to Career Coalition

The Hazard/Perry County Cradle to Career Coalition's [collective impact](#) approach supports our community in building sustainable cross-sector partnerships that improve community-level results for children cradle to career, beginning with a deep focus on Kindergarten Readiness, Third grade reading proficiency and Fifth grade Math proficiency. We establish local partnerships, develop local leaders, and provide accelerator funds for conducting results-based action planning and strategy implementation to achieve and sustain progress for children.

Vision

The Perry County Rural Accelerator Initiative was launched in May 2019, with the mission of accelerating progress toward cradle to career outcomes through proactive, collaborative, engagement of all community stakeholders. We hold a vision that "All children in Hazard/Perry County have a healthy and strong foundation to thrive as learners and in life. The coalition is working to achieve the following outcomes/results:

- 1) children will enter school ready to succeed-Kindergarten Readiness
- 2) children will exit third grade reading on grade level
- 3) Children will exit fifth grade proficient in math



Anchor Institution: [Perry County Community Foundation](#), with its regional parent, Foundation for Appalachian Kentucky is serving as the fiscal agent and community champion for collective impact work.

About the Foundation for Appalachian Kentucky

The [Foundation for Appalachian Kentucky](#) is a non-traditional, nationally accredited community foundation located in and serving the coal fields of Appalachian Kentucky. Located in Hazard, Kentucky, the Foundation works through our affiliate network to advance locally controlled philanthropy, cultivate non-traditional local leadership, and build community capacity.

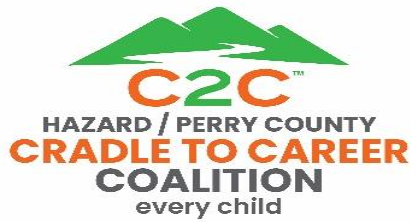
The Foundation serves as a hub and backbone for community groups, nonprofits, and affiliate boards working to make their communities better, such as the Perry County Rural Accelerator Initiative. The Hazard/Perry County Cradle to Career Coalition's Data Coordinator is employed by the Foundation for Appalachian Kentucky.

Main Responsibilities

- Establish and manage data monitoring systems and accountability mechanisms, and reporting for Rural Accelerator Initiative (RAI). Ensure that RAI workgroups utilize data to provide effective feedback throughout the initiative;
- Manage all program data collection. This includes providing technical assistance to Collective Impact Advisor, coordinating data submissions, and data checking, cleaning, and analysis;
- Monitor, maintain, and gather data from online learning management systems and training platforms;
- Help design, administer and collect surveys that inform program design (e.g., pre and post surveys; program surveys). This may include online/paper survey distribution, copying, and scanning, as well as tracking survey submissions;
- Lead data aggregation, analysis and visualization that can inform real-time decision-making;
- Manage and act as focal point on all RAI data;
- Help ensure that all sensitive data is kept confidential and that data collection and management methods meet the [Save the Children- Child-Safeguarding policies](#);
- Other duties as assigned by the Collective Impact Advisor.

General

- Participate in overall organizational strategic planning as requested
- Participate in annual teams work planning and weekly staff meetings
- Actively participate in working groups and Leadership Table meetings.
- Contribute to a healthy, kind, and safe organizational culture that values equity, diversity, and inclusion
- Other duties as assigned



Qualifications

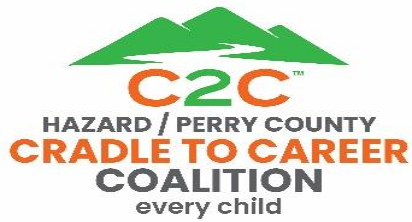
- Excellent verbal and written communication skills; Interpersonal skills; organizational and typing skills;
- Bachelor's degree plus 3-5 years of related experience;
- Intermediate Excel skills including facility with formulas, pivot tables and filtering tools;
- Strong data visualization skills: ability to create graphs and tables that clearly communicate findings;
- Extreme attention to detail;
- Comfort working in a fast-paced environment with competing priorities;
- A strong team player;
- Excellent project and time management skills;
- Ability to perform responsibilities in a professional manner and to handle assignments with a high degree of accuracy and confidentiality.
- Be able to work independently and cooperatively.
- Master's degree preferred.
- You are required to be fully vaccinated for COVID-19 prior to your first day of employment.

Attributes

- Critical thinker: You ask questions, innovate, and problem solve to complete complex tasks.
- Communicator: You communicate effectively and appropriately, both in writing and verbally, with a diverse set of internal and external audiences. You communicate in a manner that demonstrates and fosters cooperation, respect, concern, and openness to change.
- Rapport builder: You instill trust and confidence with internal staff and external partners. You earn trust by your actions and faithfully keep your promises. People know you have their best interest in mind, and you are sincere in your communications.
- Performer: You are motivated by task accomplishment and achieving results. You have a strong desire to set goals and take decisive action.
- Multitasker: You enjoy engaging in many different types of projects and tasks and working quickly to resolve issues.
- Dependable: You show up when you say you will and finish tasks you have been assigned.

What's Attractive to the Right Candidate?

- You enjoy putting things in order and developing and enforcing systems.
- You will join a passionate team, dedicated to the work we do and the communities and region we serve.
- We offer a competitive salary (\$45,000-\$55,000) and benefits package which includes Anthem BCBS medical, Delta Dental and Vision insurance; long-term and short-term disability; 401(k) with company contribution; Parental Leave; generous Paid Time Off and Holidays.



To Apply

We encourage you to apply, even if your experience is not a 100% match with the position description; we will consider people from a variety of backgrounds and career experiences.

Please email your cover letter and resume in PDF to Susie Sizemore, ssizemore@savechildren.org with "Data Coordinator Application" as the subject of the email.

Work Environment

The Foundation for Appalachian Kentucky is committed to creating a diverse work environment and proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law.