



# *JOINT INITIATIVES for YOUTH & FAMILIES*

## **JOB POSTING**

**Job Title:** Data Specialist

**Initiative:** Alliance for Kids Early Childhood Council- El Paso County

**Status:** Full-Time, Non-Exempt

**Position Summary:** Design evaluation processes, collect and analyze data to align with Alliance for Kids projects and strategic plan to measure program and project outcomes. Projects include an emphasis on, but not limited to, Pyramid Plus and Quality Improvement Projects.

### **Primary Responsibilities:**

- Facilitate the evaluation of all components of the Pyramid Plus Project and Colorado Child Care Assistance Program (CCCAP) Quality Improvement Pilot in alignment with the State Office of Early Childhood Goals;
- Work in collaboration with Alliance for Kids Committees, specifically, the Pyramid Plus Community Leadership and CCCAP Quality Improvement Teams.
- Engage with the CCCAP Quality Improvement Pilot state team and the Pyramid Plus Center staff to provide evaluation data, reports and other information as needed.
- Duties include, but are not limited to, development of appropriate evaluation procedures, gathering data, analyzing and summarizing data, and preparing reports as required by funding agencies and JI-AFK policies and procedures.
- Work closely with the Pyramid Plus Specialist, staff and committees to fulfill work responsibilities;
- Reports to AFK Coordinator.

### **Qualifications:**

- Bachelor degree in a related field required
- Excellent verbal and written communication skills
- Knowledge and skills in developing data needed to meet evaluation reports, collecting and analyzing data
- Excellent Excel skills
- Works well with others and as a team member
- Able to:
  - balance multiple projects
  - set priorities
  - organize work
  - work independently
  - meet timelines
  - produce accurate and effective reports

**Salary:** \$34,000 - \$38,000, plus benefits.

**How to Apply:** Send Resume and cover letter to [info@jointinitiatives.org](mailto:info@jointinitiatives.org) by April 6, 2016