



Position Description

Job Title: Assoc. Director, Data Management and Reporting
Department: Research, Evaluation and Learning Management
Reports To: Director, Research and Evaluation
FLSA Status: **EXEMPT**
Prepared By: Dan Linton
Prepared Date: February 2010
Approved By:
Approved Date: February 2010

SUMMARY

Communities in Schools, Inc. is the nation's largest network of local non-profit affiliate organizations dedicated to helping kids successfully learn, stay in school and prepare for life. Under supervision of the Director of Research and Evaluation, the Associate Director manages and builds capacity for internal and external data collection, analyzes and interprets data for multiple purposes and produces reports for varied audiences and stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include, but are not limited to:

- Managing a national web based data management system;
- Building data collection and reporting capacity of local affiliate organizations by providing ongoing technical assistance and conducting local, regional and national training events;
- Managing internal and external data collection;
- Conducting a wide variety of periodic analyses on current and archived data sets to inform strategic and tactical decision-making;
- Producing high quality user friendly reports for multiple internal and external stakeholders and audiences.

QUALIFICATIONS

The successful candidate must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Applicant must have a graduate degree, with substantial course work related to areas such as data collection, management, analysis and statistics, as well as documented successful hands on experience in applying this knowledge in organizational settings.

TECHNICAL SKILLS

Applicant must have demonstrated proficiency with:

- Web based data management systems, referential data-base design and SQL;
- Multiple data management techniques including converting data from ASCII text (e.g., CSV files) for use in statistical analysis software, data merging, transposing, cleaning and recoding variables;
- SPSS or SAS and Microsoft Office;
- Various analytic techniques including regression analysis, analysis of variance (ANOVA), analysis of covariance (ANCOVA) and nonparametric methods.
- Analyzing, interpreting and summarizing research in professional journals, reports, and other documents

TRAINING AND PRESENTATION SKILLS

Applicant must have excellent oral communication skills and the ability to effectively present complex information during training sessions, workshops and presentations for a wide range of audiences.

WRITING SKILLS

Applicant must have excellent writing skills and demonstrated ability to author or contribute to user-friendly presentation materials, manuals, reports, journal articles, etc.

PROBLEM-SOLVING SKILLS

Applicant must have the ability to work within teams or individually under minimal supervision to define problems, plan and implement effective strategies and produce time-sensitive results.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of

this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

TRAVEL

This position will require occasional travel throughout the United States. The employee will need to be able to manage the physical demands of travel in out of airports, taxis and be responsible for the transport of materials in route.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TO APPLY: Please send cover letter and resume to jobs@cisnet.org with 'Assoc. Director, Data Management and Reporting' in the subject line. Resumes submitted without this information will not be considered. Communities In Schools is an Equal Opportunity Employer.