



## Position Overview

### Title

Associate Director, Data Management and Reporting

### Communities In Schools Overview

Arlington-based [Communities In Schools](#), Inc. (CIS) helps students stay in school and make the right choices – by connecting them and their schools with needed community resources. As the nation’s largest dropout prevention organization, we serve more than 1.3 million students each year. By bringing resources, services, parents and volunteers into schools, we create a community of caring adults who work hand-in-hand with educators to make sure young people have the tools they need to achieve and succeed in school and in life.

In 2008, Charity Navigator, the country’s leading nonprofit watchdog organization, awarded the Communities In Schools national office a four-star rating for fiscal management. Only 4 percent of the organizations reviewed by Charity Navigator receive this rating each year – an indicator of Communities In Schools’ management excellence. Communities In Schools has attracted attention and [support](#) from many prestigious foundations, corporations and individual philanthropists.



## Key Responsibilities of the Human Resources Coordinator

In this role you will be:

- 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.



## Essential Competencies of the Successful Candidate

The successful candidate will demonstrate the following attributes:

- Possess excellent oral communication skills and the ability to effectively present complex information during training sessions, workshops and presentations for a wide range of audiences;
- Possess excellent writing skills and demonstrated ability to author or contribute to user-friendly presentation materials, manuals, reports, journal articles, etc;
- Be able to work within teams or individually under minimal supervision to define problems, plan and implement effective strategies and produce time-sensitive results.

## Background / Prior 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.

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

### What's Attractive to the Right Candidate?

- Communities In Schools is a nonprofit organization which stays true to its mission but does so using the best for-profit practices.
- One of Communities In Schools' greatest assets is its human capital. Our small but diverse and talented staff is committed to moving the needle on the dropout problem.
- Communities In Schools has a generous benefits package, which includes five weeks of paid time off in the first two years of employment, a 403(b) plan, and subsidized health and dental insurance.

### Target Hire Date

March 19, 2010

### Interview Process

Face-to-face interviews with hiring manager and members of the Research, Evaluation, and Learning Management team.

### Reply

Please forward résumé and cover letter to [jobs@cisnet.org](mailto:jobs@cisnet.org) by March 5, 2010.