



Title: Data Specialist

Reports to: Director of Data Analytics

### **EMBARC BACKGROUND**

Embarc's mission is to cultivate post-secondary success by inspiring students to build their social capital, stretch the boundaries of their neighborhood, alter their world view, and seize opportunities in school and life. Embarc is regarded as one of the most exciting nonprofits in Chicago that specializes in combining a robust 3-year curriculum with immersive, hands-on learning experiences that connect students to multiple sectors of the Chicago community to drive academic skills and close the opportunity gap.

Since inception in 2010, Embarc has served nearly 8,000 students who have achieved an average 95% graduation rate and 90% overall postsecondary success. Embarc has grown from serving 25 students in 2010 to nearly 4,000 students in the 2021-2022 school year in 20 high schools across Chicago Public Schools (CPS).

### **POSITION OVERVIEW**

Embarc is looking for a dynamic leader to join its team.

The Data Specialist oversees the data needs of Embarc to ensure the quality and progress of the program. This includes collecting, organizing, analyzing, and managing all of the data needs for Embarc, including building internal tools to help monitor success and track progress. To accomplish these tasks, the Data Specialist works closely with students, the community, Embarc staff, and CPS, as needed.

### **KEY RESPONSIBILITIES**

#### **I. *Building and Maintaining Data Tools (30%)***

- Designs and builds data system architecture that strives for accuracy, accessibility and actionability of data. Data systems are designed to enable teams to report out in a meaningful way that promotes discussion around strengths and growth areas.
- Works with staff to develop data tools that make their work easier, quicker, and/or helps bring about relevant questions for those staff members to think about that they would not have otherwise thought of. Trains staff on the use of these data tools.
- Serves as a point of contact within the division for data and program performance management related needs, including for grantees and service providers, external funders, internal staff and the public.
- Identifies metrics for each established program outcomes and manages the implementation and ongoing maintenance of an outcome measurement system for those programs.

- Researches, evaluates, and analyzes best practices and trends regarding program evaluation, data management, and building data systems.
- Drives strategies for collection of new data and the refinement of existing data sources using algorithms and/or other advanced techniques.
- Researches and develops data science solutions in furtherance of the Embarc's overall mission and strategic direction.
- Responds to maintenance requests in 24 hours or less. Maintains system downtime to less than 8 hours per month for all staff and stakeholders.
- Seeks out and responds to team feedback around data systems and reporting. Continually develops and evolves data tools to meet the needs of the team.

II. ***Collecting, Analyzing, and Reporting on Data (30%)***

- Prepare reports for departmental, institutional, and external needs, including routine and ad hoc reports.
- Enter data into database , using manual entry, scanning, and data file imports.
- Explores data from multiple angles, draws relevant conclusions, and makes recommendations that demonstrate the value of data driven decision making for policy development and program implementation.
- Maintains and prepares a variety of informative, relatable reporting for staff, board, and the community, including student reports and records of program activities and statistics.
- Identifies and prioritizes information/reporting/analysis needs in collaboration with the department heads for different divisions.
- Analyzes and segments suspect pools for cultivation, as well as target audiences for engagement for the Development, Program, and Onboarding teams.
- Leads teams in monthly data analysis sessions. Data is concise, to the point, and easily readable/accessible. The Data Specialist acts as a facilitator and allows the team to reflect on data by providing probing questions for team analysis, but also by finding natural entry points to contribute to the reflection.
- Responds to 100% of ad-hoc data reporting requests within 24 hours with most accurate information including sources of error and assumptions.
- Works across departments and relevant members to drive the collection of new data, ascertain utility of existing data collection, evaluate existing data sources, and verify data integrity.

III. ***Infrastructure and Systems (30%)***

- Develops a comprehensive strategy to organize departments' existing data into a usable infrastructure for analysis to inform service optimization, program design, and resource allocation.
- Identifies the information to be gathered, develops data collection methods, prescribes data formatting requirements, and specifies the data warehousing structure for future access.
- Ensures that data in different departments is easily accessible and aligns with other departments in order to assure that departments' data is not looked at in isolation but rather connected to all related data.
- Answers questions by developing research methodology, gathering data and/or using appropriate quantitative or qualitative techniques to analyze available data.
- Maintains high standards of data ethics, accuracy, collection, and transparency in data collection and analysis methodologies.

- Consults with Director of Data and Analytics to develop and iterate innovative, effective, and actionable program and impact measures. Locates, analyzes, and reports on latest relevant research.

**IV. *Data Relations and Professional Growth (10%)***

- Establish and maintain relationships with external partners to access potential supplemental data sources (e.g. CPS, Thrive, University of Chicago, foundations, academic and research institutions)
- Continually seeks professional learning opportunities that will further knowledge and skills in the areas of research, measurement, and evaluation.
- Extends organization's reach to acquire data regarding its students, partners, and experiences.

**SKILLS, EXPERIENCES, COMPETENCIES**

- Demonstrates aptitude for analyzing and interpreting data and for synthesizing complex information from multiple sources.
- Proven data presentation skills - the ability to successfully present data analysis in succinct summaries.
- Advanced skills in leading teams in interpreting and analyzing information to identify patterns, tendencies, and relationships among different datasets and to create action plans based on that analysis.
- Excellent computer skills: basic coding capabilities (JavaScript and HTML), internet search engines and advanced search techniques, data retrieval services, Google Suite (Google Sheets and Scripts in particular)
- Ability to build data-tracking solutions for different teams that measure impact, fidelity, and usage.
- Excellent interpersonal and communication skills - the ability to successfully interact with a variety of people on different levels, and comfort with speaking and presenting research in a group setting.
- Strong organizational skills - the ability to work productively in a fast-paced environment, and the ability to prioritize a multi-faceted workload under strict deadlines, sometimes with limited guidance or supervision.
- Flexibility and patience - the ability to work productively in a team environment and independently, and the willingness to meet unexpected demands with a positive attitude.
- Attentiveness to detail and accuracy in data entry, reporting, fact finding, and writing.
- Ability to maintain high standards of data ethics, accuracy, collection, and transparency in data collection and analysis methodologies.
- Ability to act with sensitivity and discretion while working with highly confidential information.
- Excellent customer service skills.
- Ability to develop solutions to moderate or complex problems while following the organization's mission and vision.

**Other Requirements:**

Embarc thrives on a collaborative working environment. With this in mind, the Data Specialist will occasionally need to be in-person for team trainings, professional development, or other organization-wide needs.

**TO APPLY**

Interested candidates should submit a resume and cover letter as a single .pdf to Thomas Goodwin at [tgoodwin@embarcchicago.org](mailto:tgoodwin@embarcchicago.org) to be considered. Only candidates who are being moved forward to consideration should expect a personal reply from Embarc.

*Embarc is an equal opportunity employer. Embarc evaluates applicants for employment on the basis of qualifications, merit, and work related criteria without regard to race, color, religion, sex, national or ethnic origin, age, sexual orientation, mental or physical disability, pregnancy, childbirth, medical condition, marital or familial status, family responsibilities, veteran status, personal appearance, political affiliation, matriculation, or any other characteristic protected by law. All applicants will receive consideration for employment regardless of such status.*

*Please note all offers of employment are subject to and contingent upon the successful completion of a background check.*

### **Embarc Vaccination Policy**

Embarc requires all employees be fully vaccinated for Covid-19 by the official start date of employment.

### **APPLICATION PROCESS**

When applying for employment at Embarc, candidates should expect to participate the following process:

- Phone interview - 30 minutes
- Work sample request with 5 business day turnaround time
- In person interview - 60 minutes
- Field experience or virtual text discussion - 60 or 90 minutes
- Reference check

We reserve the right to add to this process at our discretion depending on the position and the number of applicants.