Embarc

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 Data Specialist to join its team.

The Data Specialist will perform key data management tasks: coordinate data collection for data systems, strategically communicate inputs and outputs through reports and narratives, and analyze data to improve the quality of service provided to youth and schools. To accomplish these tasks, the Data Specialist works closely with Embarc staff, teachers, CPS and external partners, and students, as needed.

ESSENTIAL SKILLS

- Superior skills in Google Sheets/Excel, and be well-versed in Google Suite (forms, calendar, docs). At a minimum, applicants must be able to complete things such as conditional formatting, data validation, queries, vLook-ups, and pivot tables.
- Must have a working knowledge of internet search engines, advanced search techniques, and data retrieval services. At a minimum, candidates must be able to download data, clean the data, and import it into spreadsheets.
- Competent skills in data and statistical analysis. At a minimum, applicants must be able to complete mathematical functions using data to determine things like mean, mode, percentages, sample size, delta, etc. It is preferred that applicants have advanced knowledge of data/statistical analysis and are able to create modeling, complete control group analysis, identify biases in data, determine validity of data, etc. Applicants should be able to ascertain certain possible contextual elements in data based on variances.

- Ability to succinctly visualize complex datasets in appealing, digestible format(s). At a minimum, applicants should be able to create basic visualizations of data (charts, graphs, tables). It is preferred that candidates have advanced skills of data visualization softwares (such as Tableau, etc.) and are able to make interactive visualizations.
- Excellent interpersonal and communication skills - the ability to successfully interact with a variety of people on different levels, and comfort with speaking and presenting data in a small group setting. It is preferred that applicants have experience leading interactive data reflection sessions with mid-size groups (20+ people).
- 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.
- Ability to maintain high standards of data ethics, accuracy, and transparency in data collection and analysis methodologies.

PREFERRED SKILLS AND EXPERIENCE (preferred, but not required)

- Basic working knowledge in Javascript and HTML. Additional coding languages are a bonus.
- Competency of common metrics used in public high schools to measure impact. Preferred knowledge of metrics related to social emotional skills and what leads to success for young people.
- Knowledge of current educational research. In particular, research related to growth mindset, agency, developmental relationships, social isolation, and exposure.

KEY RESPONSIBILITIES

- Enters data into our Google Sheets-based database , using manual entry, scanning, and data file imports.
- Maintains and prepares reports for departmental, institutional, and external needs, including routine and ad hoc reports.
- 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.
- 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.
- Consults with the 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.

OTHER REQUIREMENTS

Embarc thrives on a collaborative working environment. With this in mind, the Data Specialist has the option to primarily work remotely, but will occasionally need to be in-person for team trainings, professional development, or other organization-wide needs.
This position is full-time with standardized working hours Monday through Friday.

COMPENSATION AND BENEFITS

This position pays a salary range between $65,000-$75,000 per year, based on experience. It also includes a comprehensive benefit package including: 401k benefits; flexible PTO; competitive health, dental, vision and accident insurance options, with additional dependents partially covered; a culture of team-wide success through a professional development yearly stipend and internal support; and a progressive parental leave policy.

TO APPLY

Interested candidates should submit a resume and cover letter as a single .pdf to careers@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.

APPLICATION PROCESS

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

- Phone Screening - 30 minutes
- Work Sample Request/Presentation and Interview with Department Lead - 90 minutes
- In Person Interview with Team Leads - 60 minutes
- Reference check

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