

## EASTSIDE PATHWAYS POSITION

### Data Officer



#### **Time Commitment: Full-Time**

Founded in July 2011 in Bellevue, Washington, the mission of Eastside Pathways is to mobilize the entire Bellevue community to support every child, step by step, from cradle to career. Families, providers, schools, and cities unite around common goals, measurements, and strategies to maximize each child's opportunity for a productive, fulfilling life. Our work is based on the [collective impact](#) model.

Eastside Pathways consists of a backbone nonprofit organization which convenes and facilitates our partnership of nearly 70 public, private and non-profit community organizations. This position is part of the paid backbone staff.

For more information, please visit [www.eastsidepathways.org](http://www.eastsidepathways.org)

#### **POSITION DESCRIPTION:**

The Data Officer (DO) reports to the Executive Director and works closely with the paid and volunteer staff, board members, and staff at our partner organizations. The primary role of the DO is to build capacity of Eastside Pathways to collect and report the data supporting each community-level outcome, build capacity among partner organizations to share and manage data in support of continuous improvement toward shared goals, and connect with peers locally and nationally to ensure investments leverage available tools and are consistent with best practices.

Eastside Pathways has a very small paid staff and uses a lot of volunteers in staff positions. As such, we all play multiple roles and roll up our sleeves to get things done when necessary. We are looking for someone who will thrive in this sort of environment.

This person should be able to implement proactively, think creatively, problem solve, and share ideas for continuous improvement. S/he should be able to work independently as well as collaboratively with staff and partners in a constantly changing environment. The Collective Impact approach requires flexibility and being comfortable with ambiguity. The Eastside is a very diverse community. Staff and volunteers must be adept at working in a multicultural environment and committed to further developing their racial equity awareness and skills.

#### **JOB RESPONSIBILITIES:**

The DO is responsible for working with the ED, staff, volunteers, and partners to develop and lead a comprehensive data strategy and will subsequently be responsible for implementing and updating that strategy along with a Data Council made up of individuals from partner organizations.

Specifically, the DO will deliver technical expertise to assess the impact and effectiveness of Eastside Pathways and partner projects and initiatives. S/he will provide data analysis and program evaluation, identify data sources, and provide data subject-matter expertise for Eastside Pathways' projects. The DO will support the use of a racial equity lens in data preparation, interpretation, analysis, and reporting to inform policy decisions and program implementation.

The DO will be responsible for conducting quantitative analytics and will lead efforts to develop new models, analytic processes, or system approaches as necessary. Given the early stages of the organization, this person will take a leadership role in building, improving, and streamlining data flow and quality to improve accuracy, viability, and value.

### **Sample Projects:**

- Community Report
  - Serve as lead author and data analyst to complete the Community Report annually.
  - Research selected indicators and access data from reliable external sources (e.g., the school district, OSPI, Public Health).
  - Disaggregate and analyze data for context and focus.
  - Track, research, and document data sources.
  - Understand how the data are measured and updated.
  - Communicate key strategic changes in partnership since previous report.
- Convene and lead partnership Data Council to ensure alignment and agreement on shared goals, measures, and tactics toward progressing through the StriveTogether [Theory of Action](#).
- Analyze the data from various projects and make recommendations for future iterations.
  - Chronic absence and tardiness
  - “Summer slide” in elementary school
  - Successful transitions into middle and high school
  - “Summer melt” in college enrollment immediately after high school
- Collaborate strategically with partners to identify data sources for hard-to-measure areas such as school readiness, parent and family engagement, social-emotional learning, and workforce outcomes.
- Manage data issues related to the changing in the educational landscape (e.g., shift from MSP to Smarter Balanced assessments) or organizational landscape (e.g., updating baseline measures if/when Eastside Pathways expands to additional school districts).
- Research, as needed.
- Organize and recommend any needed software tools for data management and/or analysis.
- Active participation in the StriveTogether Community of Practice for data managers.

### **QUALIFICATIONS:**

Eastside Pathways is seeking an accomplished data professional. The successful candidate will need to possess the below required qualifications:

- Bachelor or advanced degree (Master’s, Ph.D.) in a quantitative or research field such as business operations, economics, sociology, public policy, that requires 2 or more years of statistical analysis education/experience.
- At least 1-2 years of industry experience within a complex (in number and variety of constituents) for-profit or non-profit entity.
- Ability to pass a background and education check.

### **Desired Qualifications:**

The most successful candidates will also possess the following:

#### Experience:

- Experience working with large amounts of data, conducting analysis, and presenting findings.
- Knowledge of data visualization best practices.
- Leading projects of increasing scope and complexity that effectively build the capacity of organizations to use evidence, data, and research to inform strategy and decision-making.
- Familiar with the K-12 education sector.

Skills:

- Ability to communicate complex data findings clearly to a lay audience.
- Strong critical thinking and problem solving skills.
- Ability to lead cross-sector work groups.
- Strong Excel skills, or experience with other analytic tools or software.
- Proficiency with Tableau.
- Proficiency with Adobe Photoshop and InDesign.
- SQL query experience.
- Excellent writing/editing and verbal communications skills.

Personal Qualities:

- Highly collaborative style.
- Relationship builder with flexibility.
- High energy, maturity, and leadership.
- Self-starter who is able to work independently.
- A strong track record as an implementer who thrives on ambiguity.
- Strong interpersonal skills with an aptitude for managing key relationships and setting expectations with tact and diplomacy.
- Systems thinker who enjoys creating and implementing new initiatives.

**ADDITIONAL INFORMATION:**

While the office space is at Overlake Medical Center, meetings are around Bellevue and the Eastside in various locations. Applicant must be able to provide his/her own transportation.

**Compensation:**

Annual salary range \$60k - \$75k (DOE) and a monthly stipend to assist with health care.

**How to Apply:**

Please apply by submitting your cover letter and resume in a *single MS Word document* to [jobs@eastsidepathways.org](mailto:jobs@eastsidepathways.org). In your submission, please describe your particular interest in and qualifications for the Data Officer position. This position will remain open until filled.

Eastside Pathways is an Equal Opportunity Employer that does not discriminate against individuals on the basis of race, religious creed, color, national origin, ancestry, sex, sexual preference, age, marital status, veteran status, mental or physical disability, or any other legally protected class in its employment policies or other programs and activities.