



Open Position Notice

Job Title:	Data and Technology Coordinator	Reports To:	Project Supervisor
Classification:	Non-Exempt, Full Time	Department:	Program Coordination and Evaluation
Effective Date:	March 8, 2016	Salary Grade:	9
		Job Family:	Professional

Position Summary

The Data and Technology Coordinator will provide data and technology support to enhance the capacity of Wake County SmartStart and grant funded programs to use data and information more effectively and to maximize and demonstrate organizational impact and efficiency.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Data System Management:

- Manages development and implementation of databases to administer and/or support organization activities
- Maintains close working relationships with vendors and consultants working on technology related projects
- Manages communication with external and internal project teams working on technology projects
- Ensures data system(s) is operational
- Troubleshoots database errors and manages support and resolution process
- Supports program administration and back-up coverage for program services delivered through database

Data and Reporting:

- Prepares monthly, quarterly, and annual reports for organization or community needs
- Develops ad-hoc reports as needed
- Presents data at organization and community meetings as needed
- Develops data collection, data visualization, and evaluation methodologies to support organization activities

Technology Integration:

- Provides technical expertise and support to organization activities to maintain or enhance data management strategies, activities and work
- Facilitate application of technology to support efficiency, program improvement efforts, problem resolution, and projects as assigned
- Designs and delivers training and technical assistance to organization staff and community partners to build technology capacity

General:

- Promotes Wake County SmartStart programs and mission and represents WCSS in the community

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Four year degree in social science, business or related field and 3 years of relevant work experience in research, data collection, data analysis, project management, data visualization and/or related work or equivalent combination of education and experience.

Required Skills, Knowledge and Abilities:

- Ability to work as part of a team and manage tasks independently
- Demonstrated ability to organize and analyze data
- Effective organizational skills with a strong attention to detail
- Ability to manage multiple projects simultaneously and independently, prioritizing tasks and managing timelines
- Strong analytical and problem solving skills
- Excellent written, verbal, and interpersonal communication skills
- Ability to train and support end-users with varying skill and comfort levels with technology
- Proficient in use of Microsoft Office, especially Excel or similar programs
- Experience with database utilization, management and/or administration
- Demonstrated flexibility and resilience
- Ability to engage effectively with individuals with diverse backgrounds and styles

Preferred Skills, Knowledge and Abilities:

- Interest in continued learning by participating in educational opportunities; attending trainings; reading professional publications; maintaining personal networks; participating in professional organizations
- Applicable knowledge from work with other databases. Experience with Access, SQL is a plus
- Project Management skills and knowledge; ability to evaluate trade-offs, identify priorities and execute efficiently
- Knowledge of area community resources and non-profits

Computer Skills: PC, excellent word processing and spreadsheet skills, knowledge of graphics and presentation applications. Ability to use email and internet/intranet applications.

Language and Communication Skills: Excellent written, verbal and interpersonal communication skills. Strong documentation skills and ability to provide constructive technical assistance, training, and guidance.

Certifications, Licenses: Valid driver license

Safety, Security and Confidentiality: This position requires keeping complete confidentiality of all family information and protecting the confidentiality of all partners and records.

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 sit, talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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.

An individual in this position will be exposed to conditions typical of an office environment.

Applications (required) and Resumes may be sent to:

**Receptionist
Attn: Program Specialist
Wake County SmartStart
4901 Waters Edge Drive, Suite 101
Raleigh, NC 27606**

Submission by email with Data & Technology in the subject line to: receptionist@wakesmartstart.org

Closing Date: Friday, April 1, 2016 at 5:00 PM