



Data Coordinator

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Public Profit helps public service organizations measure and manage what matters. Our clients include a variety of public service organizations that serve children and youth, including schools, family resource centers, and children's policy advocates. We provide evaluation, needs assessment, and strategic planning services.

We are searching for a full-time Data Coordinator to lead data collection, management and analysis tasks for a multi-site study of youth development programs in the Bay Area. Ours is a fast-paced office, with multiple simultaneous high-priority projects.

Successful team members bring a sense of humor, superlative attention to detail, a passion for learning, and a strong commitment to providing high quality customer service. Bilingual/bicultural candidates are encouraged to apply.

Primary activities will include:

- Leading the project's data collection and management tasks, including designing and implementing an effective site visit scheduling and reporting process, developing time lines for survey distribution and collection, requesting data of school districts and other entities, and assuring that hard and soft copy data are filed promptly and accurately.
- Conducting primary data collection by conducting structured site visits and stakeholder interviews.
- Cleaning and analyzing quantitative and qualitative data; collaborating with Data Analyst on advanced analyses.
- Assisting with the creation of a variety of deliverables, including written reports, presentations, and data dashboards.
- Preparing materials for meetings and trainings, including formatting documents, making copies, and assembling participant materials.

The **ideal candidate** will have:

- Experience with educational, family, or youth development programs, either as a practitioner or researcher/evaluator.
- Strong familiarity with descriptive and inferential statistics; demonstrated ability to use SPSS or similar software.
- Professional experience in an administrative support capacity; strong familiarity with Word, PowerPoint, and the ability to work for extended periods while sitting at a computer.
- Superlative attention to detail and excellent follow-through, balanced with a healthy appreciation for deadlines.
- Demonstrated ability to manage multiple tasks simultaneously.
- Bilingual/bicultural a plus.

What the Data Coordinator will **gain from this position**:

- Opportunity to contribute to program-level quality improvement and to inform the grant making strategy of a major local funder.
- Opportunity to learn about education, youth development, and family support programs and policies.
- Opportunity to build skills in evaluation design and implementation.
- Chance to be part of an evaluation practice that is growing every day.

Logistics and benefits:

- Position starts immediately. Full-time, including evenings until 6pm for site visits.
- Competitive salary ranging from \$45,000-\$50,000 DOE, up to \$200/month toward health insurance premiums.
- Generous professional development budget.
- Coordinator will work at Public Profit's offices in downtown Oakland.

To apply:

- Email a cover letter and resume, with candidate's name in the document title (e.g. Amirah Shah Resume) to jobs@publicprofit.net.
- Only applicants selected for an interview will be contacted.
- Applications with substantial grammatical or spelling errors will not be reviewed.
- Applications that are not specific to this position will not be reviewed.
- Position is open until filled.