Georgia Court Appointed Special Advocates, Inc.

Data Specialist
Position Posting

PURPOSE:

The Data Specialist position is responsible for the coordination and execution of statewide outcome and data collection and reporting systems. This position will lead coordination efforts with affiliates, state staff and funders, and vendors in adopting processes and systems that support the data-driven strategy work. Additionally, this position manages organizational, project, and grant data reporting and analysis as well as affiliate benchmarking and quality assurance data provision and reporting. This position reports to the Affiliate Service Director, working in conjunction with all leadership team members and other project leads on evaluation and data innovations.

KEY RESPONSIBILITIES:

- Standardize data processing across affiliates, leveraging technology and providing real-time access to key data
- Coordinate key performance indicators for outcome tracking and measurement across all affiliates
- Guide project and local evaluation efforts
- Manage statistical data reporting and provide network analysis for quality assurance, grant reporting, and planning including quarterly statistical reporting, annual program survey, grant reporting
- Coordinate data-related training to network staff
- Manage internal reporting systems and synthesis of information
- Serve as technical partner and liaison with state and affiliate leadership and data leads, vendors, and partners on strategic data initiatives

SPECIFIC DUTIES:

- Prepare activity tracking, grant reporting, and ongoing monitoring of quality advocacy and service delivery
- Prepare data reports and tools for network improvement and planning
- Manage monthly, quarterly, periodic, and annual reporting for specified grants and contracts
- Establish, collect, and report grant deliverables in coordination with project leads
- Serve as lead administrator for affiliate database and internal reporting systems, i.e. Salesforce and online repository
- Support quality assurance efforts, preparing summary reporting data and ongoing reporting requirements for benchmarking and tracking
- Support data integrity and reporting efficiency
- Lead the development and ongoing monitoring for tracking and reporting internal affiliate status, review and response

- Coordinate reporting for National CASA, including affiliate membership forms, state standards review, etc.
- Oversees user-access and support for network-wide data systems and applications with lead partners
- Provides technical assistance and training to network in outcome and data collection
- Inform policy and practice improvements with research and data
- Participates in and/or leads special projects and other duties as assigned

QUALIFICATIONS AND REQUIREMENTS:
- Bachelor's degree in data science, statistics, nonprofit administration, or social science
- Demonstrated knowledge and expertise in data analysis, outcome measurement, evaluation
- Experience in project management and statewide collaborative efforts
- Knowledge of coding, CRMs - Salesforce, Power BI, Excel, SQL, Tableau, Wordpress
- A successful track record in organization and problem-solving skills, technical assistance provision, training, and vendor management

SKILLS:
- Proficiency with Microsoft Office, Excel, SQL, Tableau, Salesforce, and Power BI
- Strong technical skills including data visualization, data analyses, spreadsheets and database management
- Excellent written and oral communication skills
- Must be detailed orientated and organized
- Demonstrated ability to establish and cultivate relationships with a wide range of constituencies
- Demonstrated leadership ability
- Ability to work independently and as a part of a small team supporting a large statewide network
- Meet all screening requirements, including criminal background check

Travel:
20 - 30% travel, mostly in-state travel for single-day visits and trainings, with some statewide meetings and events.

Compensation:
- Salary Range - $60,000 - $65,000
- Benefits - Competitive health, dental, vision, and retirement offerings

Office Environment:
- Mission-focused; affiliate and volunteer-centered
- Collaborative, supportive, and adaptive
- Compassionate, inclusive, and connected
- Hybrid-friendly
- Flexible

APPLICATION PROCESS:

Email resume and cover letter to resumes@gacasa.org. Please list subject line as follows:
Data Specialist Position: [Name of Applicant]

We will review applications on a rolling basis and may begin interviews before the closing date. The closing date is October 21.

Questions about applying and/or the position? Email resumes@gacasa.org

Office Culture:
Georgia CASA is an established, mid-sized nonprofit organization that through its committed, dedicated staff, trusted advocates, board leaders, and network staff, advocate for the best interest of children and their families and work to advance system change. Our work is concentrated on strengthening and supporting the local affiliates, through collaborative efforts, relationships, and appreciation and understanding of community-driven action.

Members of the Georgia CASA team become proficient in recognizing and celebrating the diversity and uniqueness of our state - its people, beauty, and struggles - through our time in service with local advocates, on-site visits and trainings, and ongoing contact with network advocates. We recognize the role of individuals, empowered with knowledge and personal experiences, in effecting change within communities, our organization, and the CASA network.

Together, we uphold an inclusive, welcoming, and compassionate environment in which to serve, grow, lead, and learn. We strive for quality, equity, connectedness, and stability and seek others who share in these furthering these attributes. We are accountable to each other, our network advocates, our supporters, the judiciary, our partners and, above all, the children and families of the state.

Georgia CASA is an equal opportunity employer, and as such, takes affirmative action to ensure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.