POSITION: Database/Evaluations Project Lead

REPORTS TO: Data Manager

AGENCY SUMMARY:
Child Care Resources (CCR) has been at the forefront of the early learning landscape for 30 years ensuring that all children have equitable access to safe, engaging, and positive early learning experiences that promote school readiness and lifetime success. With a staff of 120 and a budget of $13 million, CCR provides a broad array of services for families and child care providers so that they in turn can support the development and well-being of our children.

OPPORTUNITY:
The Database/Evaluations Project Lead provides application and implementation support leadership for Child Care Resource's new client tracking system, Caseworthy, including creating work flows, writing technical bulletins and training materials, managing the help desk, conducting training, maintaining data integrity, and assisting with reporting when necessary, to assure compliance with grants, contracts, and evaluation studies. The Database/Evaluations Project Lead will be the subject area expert in managing the Caseworthy database. They will be responsible for the function and updates of the database to assure quality improvement of CCR's programming and works across departments to help implement systems change.

RESPONSIBILITIES:
- Develop and manage a process through which requests for database enhancements and modifications are screened and approved in coordination with Data, Reporting, and Compliance Administrator, Evaluation and Quality Assurance Manager, program managers, and other personnel as needed.

- Implement Caseworthy enhancements and modifications as needed, create training manuals and act as an internal consultant to help staff resolve database issues and problems.
- Develop an understanding of Agency data stored in the DMS (Data Management System) including how the data is connected and combined in ways that ensure the quality and accuracy of the data.
- Display a mastery of the system software to its fullest capacity and manage the help desk inquiries from the system and users.

- Stay apprised of software updates and implementation of updates and upgrades.
- Provide technical expertise, present materials and train all levels of staff .
- Communicate regularly with staff to ensure database integrity and security, report project status and progress as needed. Ensure proper level of communication between end users, management, IT staff, and program managers at all times.
- Provide back up to the Data, Reporting, and Compliance Administrator in the preparation of program billing statements and reports for funders as needed.

- Provide back up to the Data, Reporting, and Compliance Administrator in the compilation of monthly data reports on service delivery and community needs using data from CCR One, Salesforce, Impact, and staff members as needed.

MINIMUM QUALIFCATIONS:
Associate degree in Computer Science, Business Technology Management, or similar with 5 years of related work experience; or Bachelor's degree in Computer Science, Business Technology Management, or similar with 2 years of related work experience.

ADDITIONAL REQUIREMENTS INCLUDE:
- Mastery of Microsoft Office suite and Outlook
- Working knowledge of Data Sources Supported by Reporting Services (SSRS)
- Experience working in relational databases
- Effective written and oral communication skills
- Interpersonal skills, ability to work in a team environment, excellent listening skills and ability to give and receive feedback and implement requested changes
- Ability to manage self, project deliverables and deadlines
- Ability to handle highly sensitive data while maintaining strict confidentiality
- Complete special assignments and projects as required
- Perform other duties as assigned

DESIRED QUALIFICATIONS:
- Proficiency with statistical programs such as Stata, R, or SPSS, working knowledge of statistical tests
- Experience effectively communicating complex ideas or trends gleaned from complex data
- Experience using or programming Caseworthy or other human services case management software
- Familiarity with Salesforce report building
- Proficiency with Visual Basic, Tableau, Power BI, Adobe Creative Suite

COMPETENCIES:

- **Mission-driven:** Demonstrates commitment to the mission and values of the organization.
- **Equity mindset:** Demonstrates the values of anti-racist; fosters an inclusive environment that facilitates diversity.
- **Communication:** Uses skillful written and oral communication with internal staff, teams, and community served; demonstrates empathy and listening.
- **Adaptability**: Adapts and responds to change; proactively seeks opportunities to be supportive of change that serves our mission.
- **Ownership and quality of work**: Manages own work, and work of teams when relevant, ensuring delivery of successful outcomes.
- **Decision-making:** Structures and facilitates decision-making processes; makes decisions responsibly to improve organizational health and impact.
- **Develops and motivates others**: Actively supports the development and motivation of others to maximize individual, team, and agency impact.
- **Continuous improvement minded:** Identifies strategies to improve organization's impact; sets course and drives implementation.

COMPENSATION:

This is a full-time salaried position requiring a willingness to work some evenings and weekends. The expected salary range is between $60,625 – $71,323/yr., depending on qualifications and experience.

BENEFITS:

CCR's benefit package includes employer-paid top tier medical, dental and vision insurance plans for employees, 21 days of PTO per year in addition to 10 paid holidays, 3 floating holidays, 16 hours of volunteer time off, and week-long office closure at year-end, flexible work environment, employer-paid life insurance, short-term disability/illness leave accrual, and 401k with 3% employer match.

CCR is an equal opportunity employer and we value diversity among our staff. We strongly encourage people of color, immigrants and refugees, people from the LGBTQ community, people with disabilities, and people from other historically marginalized groups to apply.

HOW TO APPLY:

Submit your application materials to hr@childcare.org. You will be asked to upload:

1. A resume

2. A cover letter, describing as specifically as you can how your experience, skills, and values are a fit with Child Care Resources' goals and mission as described in this announcement.

3. A brief personal equity statement, describing your skills and experience engaging with issues involving diversity, racial equity and inclusion, and/or in advancing racial equity in organizations. **This statement should not exceed 300 words.**

To learn more about Child Care Resources, please visit www.childcare.org