About East Side Aligned

East Side Aligned (ESA) is the name of the collective impact movement within greater East St. Louis working to align and advance policy, practice and investment across sectors to ensure all children and youth are:

• Healthy, Safe and Secure
• Ready to Learn and Work
• Empowered to Create Change

The work of ESA is carried out by age- and issue-specific coalitions, such as the Greater East St. Louis Youth Coordinating Council. United Way of Greater St. Louis serves as the lead backbone support organization for the ESA movement.

About the Greater East St. Louis Youth Coordinating Council (YCC)

YCC is a coalition of out-of-school time (OST) providers committed to 1) increasing access to high quality programs, 2) ensuring readiness and well-being of children and youth, 3) increasing youth voice and leadership in programs, organizations and the community and 4) sharing data to ensure continuous quality improvement.

YCC leads efforts in greater East St. Louis to grow and sustain an integrated OST System that supports positive youth development. OST Systems are multi-organization efforts to ensure access to quality OST programs for children and youth in a shared community.

Position Responsibilities

A dynamic, self-initiating, detailed-oriented Data Specialist is needed to manage the sharing of individual student data between schools, OST providers, and an external evaluation team. In addition, this individual will provide technical support to OST providers in utilizing shared data systems and student data to best support the academic and social-emotional well-being of young people.

Key responsibilities for this position will include:

• **Strategy and Coordination**
  
  o Develop policies and protocols for data sharing between key partner organizations
  o Implement data sharing processes to collect, compile, and report student data to OST providers and quarterly reports to OST Evaluation Partner
  o Ensure data protection and privacy protocols are in place and followed by all partners
  o Coordinate parental permission process for students participating in OST programs
  o Utilize student information systems to extract and share data
  o Coordinate, and facilitate as needed, data collection and use training for OST providers
  o Provide technical assistance to OST providers on use of shared data platforms and identify data for organization and program use
  o Identify and coordinate opportunities to build the capacity of leaders within the OST system to utilize student data for 1) designing individual student supports, 2) continuous program quality improvement, and 3) seeking and reporting to funding sources
  o Stay up-to-date on what works within OST system building, integrating tools and resources from other communities

• **Facilitative Leadership**

  o Coordinate, facilitate, and document relevant meetings and activities
  o Facilitate ongoing communication within and across OST providers, District 189, and OST Evaluation Partner
  o Monitor progress and provide feedback for continuous improvement and accountability
Assist with various aspects of data collection, reporting, analysis and sharing in partnership with OST Evaluation Partner
- Prepare materials and regular reports on progress

**Stakeholder Engagement**
- Build and manage relationships with youth development professionals across the OST System
- Support creation of opportunities for youth to support and lead OST data and evaluation efforts
- Assist in sharing data and evaluation efforts of YCC with key stakeholder groups

**Expected Deliverables**
Through the responsibilities described above, the Data Specialist will be expected, at minimum, to produce the following in the first 12-months of employment. Deliverables will be developed in partnership with coalition members and other ESA backbone staff.

- Annual data sharing process and protocol documentation
- Weekly data report template for providers
- Quarterly data report template for OST Evaluation Partner

**Reporting Relationships**
This position will report to the ESA Systems Specialist, Out-of-School Time. Regular reports will be provided to YCC leaders through attendance at coalition meetings and written reports.

**Requisite Qualifications**
This person should be passionate about creating systems change, capable of big picture and detail thinking, with a track record of project execution, possessing the following:

- Bachelor’s degree or equivalent experience or higher
- Minimum of 2 years of volunteer or work experience in data administration and management functions
- High proficiency in MS Office (Excel, Access, Word, etc.)
- Ability to manage data by conducting quality and integrity audits, writing data dictionaries, and building data collection infrastructures appropriate for data needs
- Ability to quickly learn to navigate technological systems; experience building capacity of others to access these systems and utilize student data is preferred
- Ability to manage multiple projects with high degree of accuracy and attention to detail
- Possess the following competencies:
  - **Collaborative Leader** - Has demonstrated personal and/or professional leadership in multi-organization efforts by building consensus and drawing people into collaborative projects
  - **Communicator** - Able to share ideas, and describe what you know and what you are learning to diverse audiences via verbal and written communication
  - **Community Translator** - Understands diverse communication of stakeholders and serves as a bridge between the various communities and groups with an interest in ESA
  - **Practical** - Has the ability to manage the details of complex projects and get things done on time
  - **Lifelong Learner** - Desire to deepen understanding of complex social and economic issues that take complex solutions and share learning with others
  - **Politically Astute** - Broad non-partisan understanding of political and social issues influencing the public policy environment
  - **Strategic** - Understands the lay of the land and can work within it

**Desired Qualifications**
- Familiarity with the local area and/or focus of East Side Aligned
- Experience with student or client information systems in a school or service organization context

To apply, please submit resume and cover letter to careers@stl.unitedway.org with subject line “OST Data Specialist”.