

Position: Data Manager (Contractor)
Organization: CSforALL
Location: New York, NY

About CSforALL

CSforALL's mission is to make high-quality computer science an integral part of the educational experience of all K-12 students and teachers and to support student pathways to college and career success.

CSforALL serves as the national hub for the K-12 computer science education movement. We convene and sustain networks to support the national landscape of school districts, nonprofits, for-profits, and government agencies that share the goal of rigorous, inclusive and sustainable CS education in the U.S.

The organization employs the following strategies for achieving this mission:

- Raise awareness of the need for CS education and best practices for building capacity and increasing access
- Build capacity to ensure local leaders and systems can implement CS education equitably and with quality
- Increase equitable access to high quality CS education pathways for all learners and educators.

Position Description

CSforALL seeks an analytical, strategic, process-minded individual to oversee data analysis, data systems and data management. This role will be solely focused on collecting, assessing, aggregating, reviewing and disseminating data across all programs and systems for org-wide efficiencies. This person will work as the liaison between all departments to ensure comprehensive data management. The ideal candidate should enjoy troubleshooting, problem-solving, and gathering feedback from technology tools. This individual would also enjoy working across the organization to develop team-wide relationships and deliver effective communication between internal and external partners.

Acknowledging that adoption of any new data systems will not happen immediately, the first priority of this role will be to dive into our existing data and systems and engage in analysis and sensemaking to tell the story of organizational and program impact. The role will be relied upon to assist in developing the sense-making and analysis capacity of fellow program staff. The role will develop and refine ways that data flows through the organization and trains staff in effective ways of maintaining and using data within their roles.

Other responsibilities may include evaluating information gathered from multiple sources, reconciling data conflicts, decomposing high-level information into details, extrapolating low-level information into general understanding, and distinguishing user requests from the underlying needs. In tandem, the ideal candidate would develop, utilize and or organize reports, files, folders, training materials, and documentation that lend to a streamlined data management process. This candidate would maintain the credibility of all resources. This

candidate may also support the development and continued integrity of frameworks for new CRM features and collaboratively launch learning initiatives that establish best practices and expand opportunities.

Responsibilities

Data Management:

- Clean, aggregate and assesses quantitative and qualitative feedback from various platforms
- Acquire data from primary and secondary sources and maintain data systems
- Provide necessary support across the organization to maximize all opportunities for centralized data sources, efficient data collection practices and data management.
- Maintain/update data and file storage integrity in platforms
- Develop organizational best practices for data management
- Create innovative and informative training and educational materials, including PowerPoint presentations and documents to educate staff on developed data practices
- Filter Data by reviewing reports and performance indicators to identify and correct code problems
- Aggregate and evaluate program data to measure efficacy
- Support the development of data standards, to help define and document key data standards and drive implementation across the organization.
- Create a collaborative environment by working across multiple teams to solve problems and share information with peers and manager, as appropriate
- Provide insights on data governance to help develop, implement, and drive compliance across the orgwide governance policies

Data Analysis:

- Analyze programmatic data, in order to maintain and enhance new and existing programs and processes
- Analyze data using statistical techniques and provide reports
- Identify, analyze, and interpret trends or patterns in complex data sets
- Analyze local, national, and global trends that impact both the organization and the CS industry
- Analyze current data collection instruments and make recommendations for improvement and streamlining.
- Work with teams to ensure that KPI data needs are being met and raise critical issues
- Train staff how to provide monthly reports on data findings, trends and best use cases

- Implement a culture of org-wide data stewardship, helping to on-board data stewards and data owners while continuously fostering the data stewardship process.

Qualifications:

- Bachelor's degree in business, marketing, mathematics, statistics, information management or the equivalent analytical background, or equivalent combination of education and work experience.
- 4 years of experience in information management, data management, governance, or related area
- Experience actively implementing information management or data systems in a large organizational context
- Exceptional strategic thinking and problem-solving skills; ability to set vision and direction across large, complex sets of data
- Exceptional relationship building skills; possesses a high level of emotional intelligence and self-awareness, the ability to relate/influence across a diverse range of stakeholders
- Excellent project management and training skills, with the ability to identify and recommend process improvements, system overhauls, and solutions to improve efficiency and effectiveness
- Collaborative approach with the ability to work effectively with cross functional teams to meet goals and drive growth, impact, and organizational performance
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously
- Deep commitment to CSforALL's mission
- The Data Manager's role is primarily an internal facing role and will require only minimal travel (1-3 times per year)

This role will initially be offered as a full time contracted position,(40 hrs weekly) with the potential for future shift to staff role.

Salary: Hourly rate will be negotiated during the contracting process

Posting Date: June 6, 2022

To Apply: Send the following to recruiting@csforall.org:

- Subject line: CSforALL Data Manager: [YOUR NAME]
- Attach: cover letter and resume / CV

**CSforALL is proud to be an equal opportunity workplace. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity/expression, age, status as a protected veteran, status as an individual with a disability, or any other applicable legally protected characteristics.*