



CHILDREN'S ADVOCACY CENTER
of suffolk county

POSITION AVAILABLE:

Data Analyst

The Children's Advocacy Center of Suffolk County (CAC) unites public, private and community partners to promote safety, healing and justice for children exposed to violence, abuse and exploitation.

The CAC works closely with an array of agencies to coordinate high quality responses to and assessments of alleged abuse; provide comprehensive support and services to children and families, offer specialized training for a diverse range of professionals and to prevent child abuse in our community.

THE CAC SEEKS A DATA ANALYST TO OVERSEE THE CAC'S DATA TRACKING, MONITORING, AND PROGRAM EVALUATION PROCESSES, DESIGN AND IMPLEMENT STRATEGIES TO ASSESS AND ENHANCE THE DATA COLLECTION AND OUTCOME MEASUREMENT NEEDS OF CAC PROGRAMS, MAINTAIN DATA COLLECTION QUALITY ASSURANCE, AND PRODUCE DATA REPORTS.

RESPONSIBILITIES

- Oversee the CAC's data collection efforts, including measuring, monitoring, analyzing, and reporting data, and ensuring quality assurance;
- Partner with the CAC Executive Director, Associate Director, and staff to develop and implement outcome measurement and evaluation strategies that align with the CAC's mission and goals, and that enhance service delivery for clients;
- Review and revise existing logic models and metrics in collaboration with CAC programs
- Help enhance and integrate transparent, standardized, and streamlined data collection processes across the CAC;
- Collaborate with CAC program managers and staff to cultivate understanding, buy-in, and partnership as data collection processes are integrated across the organization;
- Produce quarterly and annual data reports for each of the CAC's programs and for the organization as a whole;
- Partner with the CAC Executive Director, Associate Director, and staff to ensure that accurate and compelling data is integrated into external communications, grant applications, and fundraising materials;
- Effectively translate data collection methods and analysis of findings to staff and local stakeholders both verbally and through written reports, infographics, and other educational and promotional materials;
- Other related duties as assigned or needed.

REQUIRED QUALIFICATIONS:

- Bachelor's degree or higher in related field;
- Minimum of 1-3 years of experience working in a data management or other data-centric role;
- High degree of proficiency with data analysis and statistics, with experience writing reports that present data and describe findings;
- High degree of proficiency with Microsoft Excel;
- Demonstrated skills creating and managing large data systems used to collect provider-level data;
- Expertise in quantitative and qualitative research methods as well as knowledge of data analytic methods and tools, data management, data assessment, data visualization, and data integrity;
- Strong interpersonal skills, including ability to communicate with clients and stakeholders, engage with diverse partners, and facilitate joint problem solving;
- Excellent oral and written communication skills, including for non-technical audiences;
- Ability to work independently and as part of a team;
- Passion for problem-solving, inquisitive, curious, and analytical, with a commitment to continuous quality improvement;
- Passion for CAC mission and commitment to addressing the impacts of violence and trauma;
- Commitment to understanding the impact of systemic inequities and how systemic inequality affects the CAC's work and the children and families served;
- Commitment to creating and maintaining an environment in which families' diverse backgrounds, identities, strengths, and challenges are respected and valued.

The Children's Advocacy Center of Suffolk County strives to build an organization and a community where people can bring their whole selves to work and are inspired to do their best work every day. We are committed to equal employment opportunity regardless of race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. We believe that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

INTERESTED APPLICANTS WHO POSSESS THE MINIMUM REQUIREMENTS SHOULD SUBMIT:

- 1) a letter of interest with salary requirements and**
- 2) resume at info@suffolkcac.org**

If emailing, please include subject line: Data Analyst

Application Deadline: Applications will be reviewed on a rolling basis and accepted until the position is filled.

NO PHONE CALLS PLEASE

www.suffolkcac.org