DATA IMPLEMENTATION SPECIALIST
Position Reports To: Chief Impact Officer

THE COMMUNITY EDUCATION BUILDING

The Community Education Building (CEB) is a nonprofit organization that envisions a world where families thrive, and students succeed regardless of their race or zip code. An innovative co-location and shared services model focused on supporting the entire family, CEB offers vibrant programs and support systems that provide a sound foundation for each student. It serves as a hub for families by offering services such as healthy meals, life coaches, and mental health services. This model leads to deeper family engagement in their child’s learning and allows schools to focus on teaching and learning, not operations and overhead. Serving over 1,500 students of color attending school in Wilmington’s central business, CEB is an educational ecosystem that holistically integrates programs and resources for students and their families, ensuring that every student has an equitable opportunity to succeed.

POSITION SUMMARY

Reporting to the Chief Impact Officer, the Data Implementation Specialist will be a key member of the leadership team and an active participant in making strategic decisions affecting Community Education Building (CEB). The Data Specialist will work collaboratively with the CIO, department heads, and tenant staff to drive our continuous improvement planning efforts that are designed to help CEB and the CEB Collaborative achieve key goals and objectives aligned to our mission and vision.

KEY ROLES AND RESPONSIBILITIES

- Create a data collection, storage, and analytical system to implement program evaluation plans.
- Create custom data reports to aid CEB and tenant staff in evaluating effectiveness of collaborative efforts for student success.
- Develop and maintain historical data to monitor and track performance over time.
- Query, organize, and present data using lay language and in a manner that assists in the evaluation of program effectiveness as it relates to building and CEB initiatives and strategic plan implementation.
- Collect, analyze, clean, and interpret CEB program outcomes data, including, but not limited to, state assessment data, student demographics, and other data included in CEB’s data measurement plan.
- Develop and provide professional learning opportunities for CEB and tenant staff in the use and analysis of program data tools and data to measure and improve program outcomes, collaborative efforts, and student performance.
- Serve as an internal software support liaison between CEB Case Management solution and programs, and Work with each of the programs separately to develop and support the user experience.
- Collaborate with other members of the team to ensure that data collection and analysis align with the overall evaluation objectives.
• Creating data visualizations and dashboards to present data in a clear and understandable manner.
• Construct and provide models of analysis for CEB program, collaborative, and student performance measures.
• Create and conduct surveys and data analysis to benchmark and improve CEB, collaborative, and school programs and initiatives.
• Train appropriate staff in reporting and using data appropriate technology tools.
• Contribute to the development of CEB’s strategic goals and objectives.

EDUCATION AND QUALIFICATIONS
• Must pass criminal background check.
• Bachelor’s degree required, Master’s preferred.
• At least five (5) years’ experience working as a data analyst, preferably within a large non-profit or K-12 setting.
• Sufficient understanding of Student Information Systems commonly used in K-12 public education and current or emerging Delaware public education standards.
• Experience with data dashboards and integration of data into web-based dashboards.

EQUAL EMPLOYMENT OPPORTUNITY
The CEB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local law. Our policy reflects and affirms the CEB’s commitment to the principles of fair employment and the elimination of all discriminatory practices.

TO APPLY
Please email a cover letter and resume to Cathy Emerson at cemerson@cebde.org with the subject line “Data Implementation Specialist.”

This position description is not intended to be all-inclusive, and the successful candidate should expect to perform related duties as assigned by the supervisor.