

**POSTED INTERNALLY:**

**JUNE 8, 2021**

**ANNOUNCEMENT OF**

**OPEN POSITION**

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| **POSITION:** | **DATA STORYTELLER** |
| LOCATION: | Main Office |
| RESPONSIBLE TO: | Head Start Director |
| GRADE: | 8 / Nonexempt |
| NO. OF PROGRAM WEEKS: | 52 weeks per year |

**OVERVIEW:**

Under the direction of the Head Start Executive team, perform a variety of analytical activities: conduct research, analyze raw data, and develop optimal ways to present reports and to support funding applications. The Data Storyteller will take data, simplify it, choose a specific area of focus to analyze, and use insight to create compelling narratives to evaluate program outcomes and guide policy decisions.

## QUALIFICATIONS:

* Bachelor’s degree in a field related to or extensively utilizing data analysis.
* Significant work or research experience in program data analytics, demonstrating knowledge of statistical methods and research design.
* Strong analytical skills with the ability to collect, organize, and disseminate significant amounts of information with attention to detail and accuracy.
* Strong interpersonal skills and ability to work collaboratively with Executive team members.
* Excellent verbal, written, and visual communication skills, particularly at explaining complex quantitative information to non-technical audiences. Training in data visualization is a plus.
* Ability to use independent judgement and initiative in seeking data, drawing conclusions and choosing narratives.
* Current driver license, reliable transportation, and ability to travel throughout Onondaga County.
* Head Start or other not-for-profit experience preferred, but not required.

**RESPONSIBILITIES:**

1. Identify data to address the Head Start strategic plan and other planning efforts.
2. Responsible for planning and implementing evaluation of program activities.
3. Analyze quantitative and qualitative data, using software tools and effective methodologies to interpret and present results to staff and stakeholders through graphs, charts, or visualization mapping.
4. Extract and manipulate data from multiple databases in order to develop and deliver reports and presentations for internal and external use. (continued)
5. Provide program evaluation support across Head Start to measure program and/or policy effectiveness.
6. Assist in identifying trends, and developing key findings to identify opportunities for improvement.
7. Ensure reports are communicated in key places (Board of Directors, Policy Council, Executive Team and meetings, etc.)
8. Work collaboratively with fellow staff members across the organization to monitor federal, state and local policy.
9. Maintain highest level of confidentiality of staff, families and program in accordance with established Confidentiality Policy according to expectation of Director. Due to sensitive and confidential nature of communication and information managed, obtain written approval prior to sharing information with outside sources and verbal approval when sharing non-documented processes.
10. Perform all other duties as they relate to the comprehensive team-approach of the Head Start philosophy.
11. Adhere to relevant health and safety policies and procedures.

*EOE/AA/M/F/D/V*