



IMPACT DATA SPECIALIST JOB DESCRIPTION

BASIC INFORMATION

Job Title: Impact Data Specialist

Status: Full Time, Exempt

Place of Performance: Hybrid: in office T/Th;
remote M/W/F

Travel Requirements: Limited (<20%) overnight travel
via air or personal vehicle required

Supervisor: Impact Director

Direct Reports: None

THE OPPORTUNITY – About Washington STEM

Young people grow up in Washington surrounded by a thriving science, technology, engineering, and math (STEM)-based economy, yet they don't always receive the support they need to participate. Washington STEM is a statewide, education nonprofit leveraging STEM for social change, removing barriers to credential attainment, and creating pathways to long-term economic security for historically excluded students.

Washington STEM aims to close pervasive systems gaps for students of color, low-income students, rural students, and girls, by focusing on three critical education spaces: early learning, K-12 STEM, and career pathways. We envision a state where skin color, zip code, income, and gender do not predict educational and career outcomes.

POSITION SUMMARY

This new position is an outstanding opportunity for a highly motivated entry level data analyst and mixed-methods researcher to assume a pivotal role in the evolution of a fast-growing, highly respected organization. The Impact Data Specialist will lead and support qualitative and quantitative data life cycles for the organization and provide relevant data in useful formats to support both the internal work of staff and the work of regional and state partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Data Curation and Coordination

- Collect, store, organize, update, and generally maintain publicly available data as well as primary and secondary data that is relevant to the needs of the organization's goals and strategic plan as well as the related needs of regional and state partners on both qualitative and quantitative measures.
- Develop and disseminate reports, presentations, educational sessions, toolkits, dashboards, and various other resources to key partners, including early learning professionals, K-12 educators, postsecondary collaborators, regional network partners, state organizations, and relevant stakeholders, to aid in their ongoing efforts to enhance STEM education and outcomes at both regional and statewide levels.
- Support navigation of publicly available and other data sources to key partners (early learning professionals, K-12 professionals, postsecondary partners, regional network partners, state organizations, and others as appropriate)

- Support in the collection and maintenance of survey administration and survey development.
- Support in the updating and maintenance of organization products and reports, including but not limited to the State of the Children, STEM by the Numbers, the High School to Postsecondary project, Career Connect Washington, Good Jobs Challenge Grants, and related initiatives, including data administration, data visualization, and data toolkit development.

Data Partnership, Policy, and Advocacy

- Support and assist with specific projects in which Washington STEM is contracted to provide technical assistance for use of data to improve practice or policy by providing data analysis, visualizations, reports, and other forms of mode.
- Support and assist with data, outcomes, and stories of community partners for completion of grant reports and other relevant communications to funders.
- Ensure that projects and activities are executed with the organization’s DEI frameworks and Impact team’s Data Justice Framework.

Mentorship and Knowledge Management Support

- Work with student fellow(s) and support as a mentor.
- Provide support for software license management.

Other Duties as Assigned

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

Communication and Management

- Ability to manage and balance multiple tasks and priorities.
- Strong written communication skills.
- Strong cross-functional communication skills.
- Demonstrated ability to present complex, technical information in a clear and concise manner to non-technical audiences.
- Strong listening and comprehension skills to understand needs and requests.
- Ability to coach and teach other stakeholders in the use of data, metrics, and stories that are available and relevant to the work.
- Ability to work independently and as a member of a team; can forge relationships and work collaboratively with stakeholders across P-20W education.

Technical qualifications

- Demonstrated ability to quickly and resourcefully learn new tools, software, and coding languages as needed and as relevant for new and ongoing work.
- Demonstrated ability in using diverse technology platforms, programs, and services, including Microsoft Office and online meeting tools, such as Teams and Zoom, and collaboration tools such as Box.
- 1-3 years of experience in supporting and/or managing mixed-methods data/research/evaluation projects.
- 1-3 years of experience in using qualitative analysis tools, software, and skills including Survey Monkey, Qualtrics, QuestionPro, Jamboard, Miro, MAXQDA, NVivo, and/or other related approaches/programs.
- 1-3 years of experience in using statistical analysis/data visualization tools, software, and coding skills including Access, Alteryx, Excel, PowerBI, RStudio/Posit, SQL, Python, and/or Tableau.
- Experience using cloud-based software as a service for data management purposes is preferred but not required.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around their assigned workspace.
- Ability to work in an open office format. Washington STEM's office design is an open format and the noise level in the work environment is usually low to moderate.
- Frequently move up to 10 pounds and occasionally move up to 20 pounds.

BENEFITS

- Health, dental, vision, Rx, short-term disability, long-term disability, and life insurance.
- Paid Time Off at accrual rate of 6.462 hours per payroll, with accrual rate increasing with tenure
- 17 Paid holidays, including one week at end of each calendar year
- Matching 401(k)
- Flexible spending account
- Cell phone reimbursement
- Mileage reimbursement for work-related travel beyond normal commute
- Other compensation: discretionary bonuses

HOW TO APPLY

Washington STEM is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

To apply, please submit your resume and a cover letter to hr@washingtonstem.org. Your cover letter should express your specific interest in this role and include a personal equity statement.

Compensation for this role is competitive. The salary range is \$66,700 - \$78,300 and salary will be commensurate with candidate experience. Anyone interested in the position is encouraged to apply early in the process.