



POSITION: Data Specialist

LOCATION: Main Office, Rochester, NY

Please submit Resume to Barbara.Ann@Childcarecouncil.com

POSITION REQUIREMENTS – minimum BS/BA Degree with experience or coursework on data entry and statistical reporting utilizing computerized databases; excellent written and verbal communication skills, and the ability to make presentations to adults. Advanced knowledge of Microsoft Office, especially Excel, needed. Comfort with synthesizing information from a variety of sources to generate reports or needs assessments and ability to think creatively and analytically.

GENERAL REQUIREMENTS, PROFESSIONAL POSITIONS

- Minimum BS/BA Degree in a field directly related to the position and/or supplemental study or experience to support job requirements
- Cultural sensitivity and understanding of the multi-cultural nature of our client and co-worker population
- Clean driving record and regular daily use of a reliable vehicle
- Comfortable in all types of communication situations and representing the Council professionally at all times

JOB PURPOSE – To collect and maintain all non-financial data and generate reports for program, contractual, and internal use, as well as for distribution to community members, business members, and stakeholders. To maintain the NACCRRRAware database, including complying with statewide data standards and updates, respond to state and contractual reporting needs monthly, quarterly, annually, or anytime requested, and meet all child care related data needs of the Council and community. To actively participate in grant seeking and grant writing for current and new initiatives, and provide other communication support as needed internally and with stakeholders.

KEY RESPONSIBILITIES –

- (1) Act as the Administrator for NACCRRRA Data Systems, maintaining and training on database use and maintaining compliance with data standards.
- (2) Maintain and support the council's CCFS system in collaboration with OCFS system maintenance staff.
- (3) Coordinate and initiate all agency-wide quality initiatives, including maintaining quality assurance or best practices certification and processing renewals.
- (4) Collect and maintain data for reports to OCFS, Council administration and managers, funders, and for internal, community, and other purposes.
- (5) Generate reports, including monthly internal milestone reports, Quarterly data reports, community needs assessments, feasibility studies (supply and demand of child care in a community), the economic impact of child care, the cost of child care, child care provider professional development reports, and any other child care related reports upon request.

- (6) Prepare and submit quarterly reports in a timely manner to meet contractual requirements.
- (7) Represent the Council for all data related committees of the Early Care and Learning Council and NACCRRRA and work closely with ECLC to follow uniform data collection procedures.
- (8) Collect disaggregated data on child care and family needs for reports to be distributed to stakeholders for the purpose of raising awareness of child care issues, CCR&R services, public policy issues related to child care, to secure funding and/or contracts, to expand CCR&R services, and to issue public policy reports. State and national data is collected through work with ECLC and NACCRRRA. Local data is collected through internal data tracking systems as well as from partner organizations, including – Early Care and Learning Council, National Association for the Education of Young Children, National Association for Child Care Resource and Referral, National Association for Family Child Care, US Census, The Children’s Agenda, Head Start, Council on Children and Families, Monroe County Department of Human Services, Wayne County Department of Social Services, Livingston County Department of Social Services and local school districts.
- (9) Work with the CEO to develop appropriate vehicles for the education of the child care community in the use of data driven reports and information designed to assist in the development of policy changes to benefit the early childhood field
- (10) Attend and actively participate in department and agency staff meetings, conferences and visibility events.
- (11) Prepare individual Professional Development Plan and make arrangements to complete defined goals on an annual basis.
- (12) Assume other duties as needed or required to support the Council in its efforts to be the premier resource for child care related services.

Child Care Council is an equal opportunity employer.

Benefits include but are not limited to 90% individual health benefits, life insurance, long and short term disability insurance, 403b plan, Flexible Spending Account, free parking, free Keurig beverage service, 11 paid holidays, earned time off. Schedule is typically Monday through Friday 9 to 5 with an hour lunch.