



Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.			
Job Title	ECS Data Specialist	FLSA Status	Non-Exempt
Program/Department	Early Childhood Services	Supervisor Responsibilities	No
Reports To	ECS Data Coordinator	CEO Approval Date	8/2020
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		
Must pass required background check, TB and Physical			
POSITION OVERVIEW			
<p>The ECS Data Specialist supports the Data Coordinator in collection, aggregation, analysis and visualization of programmatic data for the Early Childhood Services program. This will include creation of data visualizations and infographics that inform the program and community assessment, data utilization cycle, and continuous quality improvement efforts of the program. The ECS Data Specialist will be responsible for being knowledgeable and apprised of the most current, cutting edge research and best practice in data analytics as related to the social science fields.</p> <p>All employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic characteristics, always reflecting Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence.</p>			
ESSENTIAL FUNCTIONS			
<p>The ECS Data Specialist must have excellent organizational, and communications skills in order to delivery high quality early childhood services programs by:</p> <ul style="list-style-type: none"> • Promote, encourage and display examples of leadership for the agency in accordance with the agency mission driven, employee first culture. • Create and edit documents, graphs and infographics related to all areas of the ECS program. • Creates testing, training and defines support procedures and supports implementation of data integration and analytics systems. • Defines client objectives by gathering and documenting user requirements and technical standards and analyzing system features and functionality. • Determines required business intelligence components to meet user requirements and technical standards. • Responsible to process technical design of standard BI Platform infrastructure to meet typical performance requirements. • Creates models, analysis service cubes and reporting services reports as needed • Provide administrative and technical support for the infrastructure necessary to sustain a data-driven program with both directly operated sites and partner sites. • Provide technical assistance and programmatic support related to data collection and entry, aggregation, data visualization and utilization, including defining new data dashboards, reporting functionality and implementing the dashboards in Power BI. • Performs other duties related to data. 			

OTHER DUTIES

- Provide supports for other duties needed in keeping with our mission, vision and values.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Bachelor's degree in computer science or a closely related field.	Microsoft Data Analytics competency
Experience	2-5 years of relevant data analysis, technology or industry experience. Expertise in SharePoint integration with Business Intelligence tools and integration with other Web applications. Experience in managing and maintaining SQL database.	Head Start Program experience Statistical analysis At least 2 years of experience in selection, design and development of multiple Analysis Server frontend tools. Previous non-profit, education and/or social services industry experience.
Skills and knowledge	Excellent written and verbal communication to include knowledge of technological operation, applications and data visualization software and spreadsheets. The ability to master other computer technology/software programs, as needed. Expertise in selection, design and development and deployment of data reports and visualizations. Skill in using ETL and SSIS tools Good organizational and time management skills.	Previous knowledge and understanding of Child Plus, Early Childhood Education, Family Engagement software applications. Understanding Head Start Program Performance Standards, state and local child care licensing requirements Fluent in writing SQL statements. Volunteer work for a social services non-profit organization
Abilities	Must work independently and collaboratively in a team environment. Exercise independent judgment. Communicate in a professional manner, demonstrating dignity and respect for our internal, external and community members. Process, protect and exercise discretion in handling confidential information and materials. Sustained concentration to detail and accuracy, along with the ability to prioritize workload. Willingness to work with high-risk, low-income communities.	Bilingual Spanish/English speaking

Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.

WORKING CONDITIONS

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Must be able to detect, discern, distinguish, observe, inspect and compare. Must have excellent command of English language and grammar, both verbal and written. Occasionally must be able to move needed materials weighing up to 50 pounds. The qualifications, physical demands, and work environment described are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Work Environment

The employee will work in an office environment, may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic situations will occur, characteristic to working with children ages 0 – 5 years. Employee must expect exposure to strong odors such as soiled diapers and clothes, and poor hygiene. May come into contact with childhood diseases and blood on occasion.

OTHER

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUNBEAM'S CORE VALUES

Champion Spirit

We work like a champion every day: paying attention to details and performing with excellence

Servant Heart

We exhibit humility in serving everyone; no job is below anyone and we all work together to get the work done

Sunny Attitude

We bring a smile, a positive attitude and treat each other with respect, ensuring a pleasant work environment.

SIGNATURE

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.