Position: Data Analyst | **Full-Time:** Salary Position
Salary Range: $45,000 - $50,000

Culture:

Trying Together's mission is to support high-quality care and education for young children.

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

Trying Together is an equal opportunity employer. Trying Together does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply. All candidates will be evaluated on a merit basis.

Purpose:

The Data Analyst works closely with the Director of Administration to support the implementation of high quality, responsive, and timely activities which back the internal operations and program functions of Trying Together. The Data Analyst assists in supporting evaluations of program development and impact within the early care and education field. The analyst must have a strong base of coordination and technical skills that can be flexibly adapted to meet the needs of many different internal and external stakeholders. The Data Analyst must understand the unique responsibilities and accountabilities to communicate professionally; and, work with flexibility, efficiency, and diplomacy both individually and as part of a team/community effort.

Responsibilities:

- Processes and analyzes quantitative and qualitative data to support the daily operational data needs of Trying Together.
- In collaboration with the Director of Administration, develops the outcomes and indicators that will be used to monitor the organization's progress towards its goals.
- Provides clear and useful reports for Leadership, staff and other stakeholders as needed to implement the organization's strategies and programs and to support the organization's strategic plan.
- Develops understanding of Trying Together's data access and usage in order to facilitate internal data practices and promote the effective use of data for decision-making.
- Works with the organization's various departments and all working groups in carrying out data related responsibilities.
- Supports programs such as, but not limited to, Early Learning Resource Center (ELRC) Region 5 by using data to improve programs and respond to stakeholders needs.
- Works with key staff to set evaluation outcome goals.
- Maintains links and collaborates where possible with other external data collection, evaluation, and systems change efforts.
- Develops relationships with other organizations locally such as the Allegheny County Department of Human Services, The Alliance for Infants and Toddlers, at the state level via the PA Office of Child Development and Early Learning (OCDEL), PA DHS, PA PDE and early care and education providers to assure access and links with other data systems and to support shared goals of ensuring all young children and their caregivers thrive.
- Participates as a staff team member and represents the organization in various Trying Together activities and projects both locally and at the state level, including meetings, public events, workshops and training events.
- Shares knowledge and findings through effective verbal and written presentations, to internal and to external stakeholders. Writes detailed research reports describing the methodology, findings and recommendations of completed studies.

- Develops and prepares internal reports of the status, progress, and outcomes of evaluation activities.
- Writes proposals as necessary to fund or initiate research evaluation or special projects.
- Conducts research and analysis of issues as requested, including the preparation of reports, white papers, and journal publications recommendations and other materials to support the work of the organization.
- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society.
- Promote and support the vision, mission, and goals of Trying Together. To learn more, visit www.tryingtogether.org.
- Consistently use the NeonCRM platform to build relationships with constituents, record data that measures project performance, and to support continuous quality improvement in the organization's resources and services.

Qualifications:
- Demonstrated ability to work with diverse personalities, and the wide variety of professional backgrounds and experiences of the organization, its partners, and the field it serves.
- Experience working with a variety of public, private, nonprofit, and grassroots organizational structures.
- Ability to think strategically, remaining focused on goals and objectives.
- Highly proficient and knowledgeable in the use of current computer software and tools, specifically Microsoft Suite, especially Excel and PowerPoint, and analytic tools. Skills in database development, Tableau, and geospatial analysis are considered a plus.
- High level of organization and attention to detail.
- Ability to multitask, meet deadlines and be persistent, and solve problems as they arise.
- Strong oral and written communication skills.
- Master's or Doctoral degree and a minimum of two years relevant experience.
- Knowledge and experience of using evaluation and community-based research to inform program development.
- Knowledge and experience of program evaluation principles, theories, concepts, and practices.

- Demonstrated expertise in successfully designing and carrying out quantitative and qualitative research and evaluation processes.
- Ability to analyze information, summarize findings, and present them in ways easily understandable to decision-makers.
- Demonstrated ability in designing and manipulating data using a computer database.
- Understanding of statistical principles and methods for data analysis.
- Experience supporting and training staff and community partners, that are unfamiliar with research and evaluations, to collect, manage, and analyze data.
- Familiarity with the key social/infrastructural issues facing the early care and education field.

Required Clearances:
- Clean Act 33 Child Abuse Clearance
- Clean Act 34 PA State Police Clearance
- Clean Act 73 Federal Criminal History Clearance
- National Sex Offender Registry (NSOR) Verification
- Valid Driver's License and proof of insurance.

Required Training:
- Mandated Reporter Training (must be completed in the first month of placement).
- NeonCRM Training (required and recommended online courses must be completed in the first three months of placement).

Benefits:
- Competitive compensation and benefits package.
- Appreciative inquiry and strengths-based review process.

Interested Applicants:
Submit cover letter and resume with a minimum of three work-related references to
jobs@tryingtogether.org. Phone calls will not be accepted. Posting will remain open until filled.