

Position: TEMPORARY DATA ASSOCIATE
Hiring Organization: United Way of Salt Lake
Salt Lake City, UT
Department: COLLECTIVE IMPACT
Reports to: DATA OPERATIONS DIRECTOR
www.uw.org
Date Prepared: May 26, 2015

ORGANIZATION BACKGROUND AND EVOLUTION

United Way of Salt Lake (UWSL) has made a promise to our community – to change the odds so all children and their families have the same chance to succeed in school and life. Our role has evolved from primarily a fund-raising, fund distribution organization to what it is today - a community problem-solving organization, dedicated to advancing the education, income and health of our neighborhoods and communities to ensure that every child succeeds, every step of the way, from cradle to career.

UWSL has adopted a unique approach to community problem-solving called Collective Impact. Collective Impact brings many different sectors together to find new and innovative ways to address challenges and develop lasting changes.

UWSL is committed to excellence. We have adopted high standards of accountability and operate with integrity and transparency. We provide outstanding customer service.

WORK ENVIRONMENT

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever changing. Employees are dedicated, appreciated and recognized for their efforts, and all levels of personnel are engaged in the work daily. Our focus is on high level results – communicating, aligning and integrating around our organizational goals.

POSITION OVERVIEW

The Temporary Data Associate is responsible for formatting aggregate data related to the seven outcomes below for inclusion in the Data Repository, so the data can easily be configured into dashboards, reports, and other displays. The Associate will also aggregate data to represent various different geographies (i.e. neighborhoods, districts, and regions). The assignment is for 3 months, 10-25 hours/week within UWSL business hours of 7:30 a.m. - 5:30 p.m.

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| 1. All Children are Kindergarten Ready | 4. All Students Graduate High School College & Career Ready |
| 2. All Students are Proficient in Reading in 3rd Grade | 5. All Students Complete College |
| 3. All Students are Proficient in Math in 8th Grade | 6. All Children and Families are Healthy |
| | 7. All Children and Families are Financially Stable |

KEY RESPONSIBILITIES

1. Transfer data (i.e. on reading proficiency, kindergarten readiness, absenteeism, college application completion, health insurance and health services access) from spreadsheets into an excel-based data repository, based on a timeline/order of expansion.
2. Using information on school feeder patterns, aggregate school-level data to District, Neighborhood, and Regional levels.
3. Organize past years' data from a survey that UWSL administers yearly in a collection of schools into the repository structure.
4. Consolidate program-level data from spreadsheets provided by UWSL Collective Impact partners into a repository structure, enabling the comparison of like measures across multiple points in time.

5. Pull data from American Community Survey and arrange into repository structure.
6. Label each data item with its source, date, and other relevant information.
7. Spot check work to ensure accuracy.
8. Use Collective Impact department systems to keep supervisor and rest of data team apprised of progress.
9. Recognize and act on strategic opportunities to improve processes and measure the impact of having data be more accessible.
10. Other duties as assigned.

POSITION REQUIREMENTS

- Demonstrated ability to locate, disaggregate, and use data
- Demonstrated ability to use MS Excel to store data
- Demonstrated ability to use MS Excel to use formulas to calculate sums and averages and to calculate population sizes and percentages
- The ability to plan, manage, and follow through on multiple projects
- Ability to work in a professional manner with a wide variety of personalities and backgrounds
- Demonstrated ability to communicate openly, respectfully, and effectively with diverse stakeholders
- Skill to recognize and act upon opportunities for process improvements
- Confidence and humility to ask questions, admit and address challenges, and “fail forward”
- Strong written and oral communication skills

MINIMUM REQUIREMENTS

- B.S. or M.S. candidate in statistics, evaluation, or computer science
- 1-2 years of relevant work experience
- Detail-oriented
- High standards of professional ethics and conduct

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met to perform the essential functions of this position. The employee is regularly required to communicate clearly in oral and written formats; must be able to transcribe, read extensively and prepare and analyze data and figures. Typically the employee may sit comfortably to do the work, however there will be some walking, standing, bending, carrying light items, use of office equipment, etc. Special physical demands are not required to perform the work.

SALARY INFORMATION & FLSA STATUS

This is a non-exempt position that pays: \$10-14 per hour depending on experience

TO APPLY

Read complete job description before applying. Only complete applications will be considered for the position. Complete applications include (1) an employment application (see website), (2) a cover letter, and (3) a resume. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers/>.

NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.