

**Job Title:** Data Integration Coordinator

**Department:** Community Impact - Education

**Status:** Full Time, Non-Exempt

**Immediate Supervisor:** Director of Out-of-School Partnerships

**Education:** 2- or 4-year college degree, in pursuit of a degree, or equivalent experience

**Physical Requirements:** Ability to lift up to 25 lbs and occasionally up to 50 lbs

**Basic Job Summary:**

The Data Integration Coordinator will support data integration using a clear workflow with several community schools and nonprofit organizations. The Coordinator will support data visualizations that will be utilized to aid community partners and schools for evaluation and continuous improvement. The Data Integration Coordinator will support the use of the Cityspan Technologies, Inc. data warehouse, including partner access and training. The Data Integration Coordinator will implement a involved data workflow to support the collection, preparation, and submission of data for local, state, and federal reports with confidentiality and integrity.

**Responsibilities**

Key position responsibilities include:

- Support data migration processes using a clear workflow with partnering organizations for the purposes of continuous program improvement and reporting, including attendance, participation, and literacy data.
- Conduct data visualizations for the purposes of continuous program improvement, with the ability to modify and update content.
- Provide support to ensure program attendance and participation data is collected regularly and with accurate formatting to support continuous program improvement and reporting.
- Support administration of the Out-of-School Partnerships data warehouse internally and with partners.
- Support submission of local, state and federal reports with leadership from the Evaluation & Reporting Manager.
- Create and maintain a positive presence at Out-of-School Partnership sites, including sponsored events as appropriate.
- Create a positive proactive relationship with Out-of-School Partnerships site staff.
- Participate in community events and meetings that correlate with Out-of-School Partnerships partner sites.

**Minimum Qualifications**

- 2- or 4-year college degree, in pursuit of a degree, or equivalent experience.
- Strong communication skills, both verbal and written.
- Strong organizational skills and ability to attend to multiple projects.
- Ability to implement and communicate progress of workflows to team.
- Computer skills, including proficiency in Microsoft Office Suite and Google applications, and willingness to learn additional technology applications including Cityspan and Tableau.

**Preferred Qualifications**

- Completion of, or interest in, completing Tableau Analyst Badge Knowledge of best data practices and cross walking strategies.

**If you have further questions, please contact Amy Trombley at 320-229-3512. This position is open until filled.**

**To Apply:**

Please submit resume and website application form to: Tonya Miller at [tmiller@unitedwayhelps.org](mailto:tmiller@unitedwayhelps.org)