



**Position Title: Data & Communication Specialist**

**Supervisor: Chief Financial Officer**

**Location: Springfield, IL**

### **Job Description**

The Data & Communication Specialist will serve as the Chapter's primary data collection, filtering, and compilation expert. They will serve as the point-of-contact for all Children's Advocacy Centers (CACs) in Illinois for all things data-related. The ability to interpret the data and tell a story will be vital. A flexible self-starter will grow with this position and design their duties as we expand our data footprint throughout the state. To start, their duties shall include, but not be limited to, the following:

- Cultivate and maintain a library of all relevant program measurement data that is up-to-date and easily accessed by the CACI staff and CAC members.
- Data collection, gap analysis, and program outcome and evaluation.
- Work collaboratively with Executive Director and CACI council to develop and implement communication strategies to advocate for and broaden the impact of CACs in Illinois.
- Provide technical support and training for data needs for CACs in Illinois.
- Help to design transparent, standardized and easily accessible systems for capturing, integrating and distributing measurement data across the organization.
- Partner with Executive Director to ensure that accurate and compelling data is integrated into marketing collateral and key communications messages.
- Manage a variety of high-impact special projects for the CACI, conducting relevant research and analysis on an as-needed basis.
- Partner with CACI staff and CAC members to determine which program areas warrant outside evaluation and what can be accomplished through internal data collection.
- Work with software system developers to problem solve data collection solutions for the statewide Collaborate Data Collection System and onboard centers onto this system by communicating the benefits of this program.
- Communicate with outside stakeholders about effectively partnering on data collection and the impact that would have.

**Education & Skills:**

- Bachelors' degree required (Data Analysis, Public Administration, Communication, Business Administration, or anything combined with a high aptitude for Excel and Data Management).
- Must have excellent computer skills, experience with databases, spreadsheets, graphs and charts and above average knowledge of Microsoft Word, Excel, PowerPoint and other related software programs.
- Highly detail oriented, well-organized and analytical.
- Excellent communication skills both oral and written.
- Ability to handle reading and reporting very sensitive and possibly traumatic data regarding individual child abuse cases.

**Additionally**

- Flexibility, creativity and adaptability required.
- Soft skills and the ability to communicate will have priority over hard data skills.
- Must have valid driver's license and reliable transportation to travel, as needed, for in-person training.
- Candidate must successfully pass a background check.
- Equal Opportunity Employer with paid time off, health benefits, and retirement plan.
- Salary range: \$47,000 - \$55,000.