



240 Madison Avenue, Suite 850, Memphis, TN 38103 | 901.563.5920 | [seeding-success.org](http://seeding-success.org)

**Title:** Data Analyst, Early Childhood Education

**Position Summary:**

Seeding Success seeks an experienced and driven data analyst to support the work of the early childhood education (0 to 8 years) system. The role will translate complex data into easy to understand formats and develop data views that will inform the organization's strategic direction. By fostering consistent and timely access to data, the analyst will help partners understand the educational needs of the children they serve and to plan, implement and improve programming in response to those needs.

The ideal candidate is an independent, analytically minded individual with strong problem-solving skills and a passion for improving the quality of early childhood education through data science.

**Essential Duties:**

- Works closely with partners, such as First 8 Memphis, early childhood education operators and community-based organizations to define data needs and provide insight that bolsters continuous improvement efforts
- Creates and disseminates data visualizations and actionable reports from data warehouse inputs to audiences of varying levels
- Performs data queries, analyze complex data sets, and extract key information
- Creates and maintains a data dictionary by defining, revising, and entering key terms
- Manages special data requests by guiding partners to ask relevant questions and prioritizing business and information requirements
- Develops and strengthens knowledge of early learning systems and research-based practices
- Researches how various types of assessments (such as cognitive, physical/motor, social and emotional, intervention) are used to develop and maintain high quality early childhood programs
- Implements practices to ensure data stewardship including intake, storage, processing and sharing of data to internal and external systems
- Monitors performance and quality control plans and makes recommendations for improvements
- Coaches and trains partners on data literacy and data use for continuous improvement
- Supports design and testing of integrated data solutions to bolster education systems

### **Knowledge, Skills and Abilities:**

- Knowledge of data systems common to educational settings (such as student information management systems, student assessments, etc).
- Proven ability to build data visualizations in Tableau (or similar software)
- Ability to write SQL queries to store, sort and retrieve data
- Knowledge of quantitative and statistical methodologies
- Exceptional facility in MS Office Suite, specifically Excel
- Knowledge of relational database structures
- Strong familiarity with data warehousing, data mining and data mapping
- Ability to plan work and meet deadlines
- Strong written and oral communication skills
- Demonstrated commitment to fostering principles of diversity, equity and inclusion
- Ability to adapt to a rapidly changing environment and handle multiple priorities simultaneously
- Comfortable working in a fast-pace, highly collaborative, and customer-driven environment
- Ability to learn independently and rapidly acquire new knowledge and skills
- Ability to use sound judgement and discretion in handling confidential and sensitive information
- Ability to manage daily administrative tasks without losing sight of long-term goals and planning
- Knowledge of statistical software such as STATA, SPSS, R, etc., a plus

### **Qualifications:**

- Bachelor's degree in a related field such as statistics, computer science, mathematics, or business with an analytical focus and/or equivalent education and experience
- At least two years experience as a data analyst or related position
- Experience developing analysis and handling large data sets and experience developing materials which explain the analysis, and are easy to understand.
- A strong passion for using data to impact change

### **Compensation and Benefits:**

The salary range is \$45,000-55,000 per annum as well as employee benefits including health, vision and dental. Paid Time Off is 20 days per annum.

Please send a cover letter and resume to [data@seeding-success.org](mailto:data@seeding-success.org) with the subject line **Data Analyst (Early Childhood Education) - Your Name.**