Title: Data Analyst, Early Childhood Education

Position Summary:

Seeding Success seeks an experienced and driven Data Analyst to join the Data and Performance Management Team and 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 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 SQL and Tableau skills, problem-solving abilities and a passion for improving the quality of early childhood education through data.

Essential Duties:

- Work closely with [First8Memphis](#), early childhood education operators and community organizations to define data needs and provide insight that bolsters continuous improvement efforts
- Create and disseminate data visualizations in Tableau and actionable reports from data warehouse inputs for audiences of varying levels
- Perform SQL data queries, analyze complex data sets, and extract key information
- Assist in establishing and maintaining secure connections and file or data transfers between the Seeding Success data warehouse and operators’ databases and software platforms via APIs, SFTPs, or different automated integration methods
- Manage special data requests by guiding partners to ask relevant questions and prioritizing business and information requirements
- Develop and strengthen knowledge of early learning systems and research-based practices
• Research various types of early childhood assessments (such as cognitive, physical/motor, social and emotional, intervention) and understand how they are used to develop and maintain high quality early childhood programs
• Implement practices to ensure data stewardship and security including intake, storage, processing and sharing of data to internal and external systems
• Monitor performance and quality control plans and make recommendations for improvements
• Coach and train partners on data literacy and data use for continuous improvement
• Support 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
• Ability to write SQL queries to store, sort and retrieve data
• Knowledge of quantitative and statistical methodologies
• Exceptional facility in Google Workplace and MS Office Suite, specifically Excel and Google Sheets
• Knowledge of relational database structures
• Strong familiarity with data warehousing 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 and sometimes ambiguous environment, and handle multiple priorities simultaneously
• Comfortable working in a fast-paced, 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. Uphold and adhere to data security requirements
• 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, 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, handling large data sets, creating materials which explain the analysis that are easy to understand. Experience writing SQL queries and building Tableau visualizations.
- Position is currently remote, but may require proximity to Memphis, TN or willingness to relocate.

Compensation and Benefits: The salary range is $50,000 per annum as well as employee benefits including health, vision and dental. Employees are granted one (1) paid mental wellness day per month. Additional Paid Time Off is 20 days per annum. Remote work availability.

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