



## Hyde Square Task Force | Data and Development Coordinator

**Hyde Square Task Force (HSTF)** is an award-winning youth development organization based in the Hyde–Jackson Square area of Jamaica Plain/Roxbury, known as Boston’s Latin Quarter. Founded almost 30 years ago, HSTF now engages more than 700 youth ages 6–25 in college and career preparation, Afro-Latin arts and cultural enrichment, and community-building initiatives. In doing so, we ensure that youth have the arts and educational opportunities they need and deserve in

order to be successful, and that their voices and cultures are valued and celebrated in Boston’s Latin Quarter and beyond. Our work is guided by our mission: to amplify the power, creativity, and voices of youth, connecting them to Afro-Latin culture and heritage so they can create a diverse, vibrant Latin Quarter and build a just, equitable Boston.

**Position: Data and Administration Coordinator**, full-time, reporting to the Director of Development and Communications.

**Job Summary:** The Data and Development Coordinator is primarily responsible for leading HSTF’s efforts to create and implement systems that will allow us to collect and analyze program data to further our strategic goals. This new position is a critical and exciting step in the building of a data-driven and learning organization at HSTF. This position will also support the development team with gathering of program-related data for reporting purposes as well as other development tasks as needed.

Initially, the Coordinator will help onboard a new Salesforce data management system, and then:

- Develop helpful and meaningful data analysis and reports that capture programmatic progress, key performance indicators, and outcomes;
- Monitor data quality and timeliness;
- Build the capacity of staff around Salesforce and the staff’s use of data for program improvements and fundraising purposes; and
- Assist in building an outcomes-driven culture focused on learning and continuous improvement.

### RESPONSIBILITIES

#### Data Collection and Analysis:

- Work collaboratively with staff to use logic models to identify and track key program outputs and outcomes.
- Collect, extract, and analyze meaningful program data and program evaluation metrics.
- Produce reports that summarize data in charts and tables as well as narratives.
- Complete monthly/quarterly program reports to ensure progress toward outcomes.

#### Data Management System:

- Help onboard the new Salesforce data management system.
- Serve as in-house expert on Salesforce data management system, including staying up-to-date on updates and/or complementary software or apps.
- Become proficient in data collection tools used and identify new or better tools.
- Develop capacity to modify or customize the structure of data management system to ensure the platform is adequate and tailored to meet the needs of staff.
- Serve as primary liaison with data management vendor or other software add-on vendors.

#### Outcomes, Data Quality, & Integrity:

- Conduct regular audits of program data for quality and timeliness of data entry by staff.
- Enter data as needed to ensure database is up to date and data is complete.
- Design and modify reports.
- Create and share data presentations on our youth and outcomes for funders, youth, staff, board, and other stakeholders.
- Assist staff with the design of surveys as needed.

#### Training & Learning:

- Provide on-going training and support staff on use of Salesforce data management system, how to extract data, and outcome management.

- Create, monitor, and maintain data collection training materials.
- Support staff in analyzing program-level data and how it might inform program improvements.
- Facilitate peer learning across programs using data about our youth, families, and our progress toward outcomes.
- Stay current on performance measurement trends and tools in the nonprofit sector; network with similar organizations with the goal of increasing our learning.

#### Development and Organizational Responsibilities:

- Through the use of data, partner closely with the Executive Director, Directors, and program staff to create more holistic engagement of youth and seamless transitions across programs.
- Implement the donor acknowledgement process for all donations received by the organization.
- Provide support to the Development department staff to track progress towards annual fundraising goals by creating and running reports in Bloomerang donor database.
- Support the collection and use of data about participating youth for continuous program improvement and fundraising.
- Actively contribute to the implementation of organizational strategic goals and objectives.
- Participate actively in staff meetings, committees, organizational events, etc...

*The above is not an exhaustive statement of every duty and responsibility required. Other duties will be assigned.*

#### **QUALIFICATIONS**

- A Bachelor's Degree, preferably with 1-2 years related experience in data management or evaluation.
- Experience in a nonprofit setting using data tracking software as well as a solid understanding of outcomes measurement and/or program evaluation; experience with Salesforce preferred.
- Strong oral and written communication skills, including ability to present in front of groups and translate information to a variety of audiences with differing backgrounds, education, and levels of expertise.
- Strong Microsoft Excel skills.
- Self-motivated and able to work independently.
- Excellent organizational and time management skills.
- Ability to multitask and be flexible.
- Strong project management, computer, and communication skills.
- Demonstrated ability to successfully work and communicate effectively and respectfully with youth and adults of all cultural and socioeconomic backgrounds.
- Demonstrated ability to successfully work in a goal-oriented team environment.
- Enthusiasm, positive sense of humor, ability to take initiative, and professionalism.
- Must be flexible, organized, reliable, responsible, collaborative, and creative.
- Successfully pass CORI and SORI background checks.
- Commitment to HSTF's mission, values, and program model

**Salary:** Anticipated salary range is \$40,000 to \$45,000 commensurate with experience. Benefits include: medical insurance, free parking, 10 vacation days, 3 personal days, 16 paid holidays, 12 days of sick time, 403(b) plan, and a supportive work environment.

**How to apply:** Interested candidates must be authorized to work legally in the United States. Candidates should submit their resume and cover letter to [DataCoordinator@hydesquare.org](mailto:DataCoordinator@hydesquare.org) by October 23rd, 2020. **No walk-ins or phone calls please.**

*Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply.*