Position Description: The Data Manager identifies, collects, and organizes all data that address program indicators related to children, youth, young adults, parents and other caregivers, and Evanston Resources. Data Manager organizes information into an accessible matrix that includes national, state, and local information featuring educational, health, and other relevant information required to monitor Evanston’s community literacy indicators. **This position is funded for one year with the possibility of renewal.**

Education/Work Experience/Skills:
- Graduate degree in social psychology, medical sociology, public health epidemiology, education research or related field.
- Demonstrated ability to access and manage data sets that address educational attainment, health status, and other factors that contribute to and measure well-being for children, youth, and families.
- High-level of self-motivation with strong attention to detail required.

Primary Responsibilities:
- Identifies relevant data sources related to children and youth from birth through age 23 years and their parents.
- Compiles available data from partner organizations, public datasets, and other sources that address identified indicators.
- Interacts with partner organizations, other staff members, and volunteers to review data collection strategies for indicators that cannot be produced with existing data.
- Creates and updates a working matrix that summarizes data for each indicator to guide future data collection and reporting.
- Interacts with representatives from organizations that collect data as well as the data team and other working groups.
- Attends Data Group meetings to provide status reports and discuss recommendations for improving procedures.
- Translates data for a variety of audiences, including services providers, funders, and community members.
- Generates monthly data reports as requested by Executive Director.

Send resume and cover letter to Sheila Merry, Executive Director, at smerry@evanstonc2c.org.