Chicago Strategic Action Council Data Analyst

POSITION SUMMARY

This position will manage and analyze data to inform and optimize the Chicago Strategic Action Council (CSAC) strategies and outcomes by ensuring data integrity and security while adapting to the needs of Chicago's youth in underserved communities. This role requires secure, culturally sensitive data handling, with direct surveys, interviews, and local partnerships forming the basis of data sources. The comprehensive approach aims to support CSAC's mission through rigorous evaluation, strategy adaptation, and stakeholder reporting, aligning with objectives to aid youth in areas of substance misuse prevention and mental health promotion.

ESSENTIAL FUNCTIONS

- Oversee bi-monthly data collection using SurveyMonkey, Google Forms, and other systems, ensuring comprehensive data capture; collect and preprocess large datasets to ensure accuracy and reliability for analysis.

- Analyze and interpret collected data to identify trends, insights, and impact measures, and prepare reports for stakeholders. May include metric reports, program-specific quarterly, and year-end reports.

- Implement and manage data security protocols, including encrypted storage and restricted access, to ensure data integrity and confidentiality. Monitor access controls and other security measures to mitigate risks.

- Ensure data collection methods are culturally sensitive and respectful of the communities served; continuously assess the effectiveness of data collection methods and make adjustments as needed to address any biases or limitations.

- Collaborate with project coordinators and other stakeholders to align data collection with project goals; solicit feedback to improve the inclusiveness of the process.

- Track and measure project performance against established metrics and goals; develop and refine data collection instruments to effectively capture relevant indicators.

- Participate in the Plan-Do-Study-Act (PDSA) cycles for ongoing quality improvement.

- Aid in the training of staff and partners on data management tools and practices, interpretations, and outcome evaluations.

- Continuously seek ways to improve data collection and analysis methods to better serve project objectives; stay abreast of industry trends, best practices, and emerging technologies in data analysis.

- Represents Prevention First on various internal, regional, and community-based committees; participates in all internal staff meetings, organizational retreats, and planning meetings.

- Demonstrates commitment to valuing diversity and equity and contributing to an inclusive working and learning environment.

- Operates basic office equipment and presentation technology; utilizes communications and conferencing platforms (e.g., Zoom, WebEx, Teams, etc.), internet access, internet search capabilities, PowerPoint, and other programs as needed; operates a motor vehicle. Prepares various reports and documents, including activity reports, quarterly and annual reports, etc.

POSITION QUALIFICATIONS

Bachelor's degree in Data Science, Data Management, Statistics, Education, Social Work, or a related field with a minimum of two to four years of related experience in data collection and analysis, violence prevention, youth development, facilitating or delivering trainings, project management coordinating technical assistance, strategic planning and performing related tasks; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

DESIRED SKILLS AND ABILITIES

- Facilitation Skills – Ability to bring about an outcome (such as learning) in large groups, small groups and one-on-one scenarios.
- Creative - Ability to produce new concepts, ideas and solutions.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Communication Skills – Ability to organize and convey ideas clearly in writing and verbally.
- Critical Thinking – Ability to analyze and evaluate an issue in order to form a judgment.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.

ABOUT PREVENTION FIRST

Prevention First is a nonprofit and the leading organization for knowledge-building and the dissemination of evidence-based prevention strategies. Our mission is to advance efforts to promote healthy behaviors and prevent substance misuse in every community through a variety of evidence-based and collaborative approaches, including training, support, and public awareness. Since 1980, Prevention First has provided training, technical assistance, and resource materials to thousands of schools, community groups, parents, and youth. We specialize in building the capacity of practitioners to build and sustain effective community coalitions to prevent substance abuse, develop comprehensive strategic prevention plans,

and select and implement appropriate evidence-based prevention strategies. We are funded through the Illinois Department of Human Services and offer our services throughout the state.

We offer an exceptional benefits package to our full-time employees (80% and above):

- Paid Time Off Accrual System (eligible day 1)
- Paid holidays
- Medical, dental & vision
- 401(k) plan (eligible after 90 days, vested after 1 year)

This is a full-time, FLSA-exempt position, reporting to the Chief Development Officer. This position is located in our Chicago office, with the opportunity to work remotely. The starting salary is $52,000.

Prevention First is committed to creating a diverse environment and is proud to be an equal opportunity employer. We're committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We are dedicated to equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and all the other unique characteristics that make us different.

APPLICATION

We strongly encourage people from underrepresented groups to apply. Please e-mail your cover letter and resume to humanresources@prevention.org.