



TRIBAL GOVERNMENT
Project Data Specialist
(One Year Grant-Funded position)
Position Description

Reports to: Project Director, Corning Promise	Open: November 16, 2020
Job Class: 40 hours per week One year grant-funded position (ending Dec 31, 2021)	Closes: December 11, 2020
Email resumes to: Dawna Holiday-Shchedrov dholiday@paskenta.org	Projected Start Date: January 4, 2021
<i>Native Preference</i> in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.	

Position Summary

The Paskenta Band of Nomlaki Indian tribe is seeking a highly-talented Project Data Specialist for its Everett Freeman Promise Neighborhood (“Corning Promise”) initiative.

Corning Promise works collaboratively with leaders in the northern California communities of Corning and Rancho Tehama to deliver services that improve the educational and developmental outcomes of children growing up in the target area. The Project Data Specialist will support Corning Promise, the Center of Evaluation and Research (CER) and partner organizations executing a multitude of activities under the direction of the Project Director. The Project Data Specialist will be an analytical and intellectual leader with the ability to maintain positive relationships with partner organizations.

The omission of specific description of duties does not exclude the employee carrying out other similar work to achieve Corning Promise’s goal of great schools and a strong community.

Duties and Responsibilities

Data and Research Specialist

- Work with the Corning Promise team and evaluation contractors to design and participate in data collection, analysis, and reporting activities
- Translate initiative-critical data information and research findings into succinct content pieces
- Translate qualitative data into compelling narratives, presentation, and graphics
- Conduct focus-group research investigations and administer surveys

- Develop and refine data collection instruments
- Perform quantitative advanced statistical analyses and report findings
- Coordinate and design research and evaluation projects to increase the response rate
- Collaborates with CER and external partners on methodology, facilitation, and reporting
- Validates the consistency of data across multiple data sets
- Collect and compile data from and for partnering agencies/contractors supported by Promise Neighborhood resources
- Create reports that use assessment data to effectively communicate strengths, data shifts, progress and needs to group of stakeholders

Collaboration and Coordination

- Coordinate research from hypothesis development through data collection, analysis, interpretation and findings (e.g. attendance initiative) to project delivery
- Manages a portfolio of project timelines and executes work projects by deadlines
- Work with Project Director to identify needs, develop solutions, and support them by carrying out activities
- Work on varied projects to accomplish Corning Promise's goal of great schools and strong communities
- Provide support in the delivery of information to the Paskenta Band of Nomlaki Indians tribal council, the Promise Neighborhood Governing Board and education leaders in the targeted communities
- Create and maintain project documentation for internal and external purposes
- Develop sustainability storytelling that brings the initiatives to life and promotes progress
- Conceptualize, brainstorm, and develop visual composition of messages and ideas to meet needs of Corning Promise and Partner's projects
- Conduct research to effectively communicate and explain Partner projects (i.e. reading and writing development, attendance shifts, etc.), Corning Promise's initiative, and information about the Paskenta Band of Nomlaki Indians
- Interview PN-funded project participants and capture stories for dissemination, for the purpose of sustainability of mission
- Aid in the execution of a multitude of activities, not excluding assisting with Corning Promise meeting preparation/planning, editing, and other projects

Visit the U.S. Department of Education - Promise Neighborhood website to learn more about the vision and purpose of the Everett Freeman Promise Neighborhood initiative:

<https://www2.ed.gov/programs/promiseneighborhoods/index.html>

KNOWLEDGE, SKILLS & ABILITIES

- Familiarity with various benchmark, interim and summative assessments instruments (DRDP, CAASPP, ELPAC, etc.)
- Excellent command of the English language, spelling, grammar, and punctuation
- Very strong interpersonal and effective communication skills, both written and verbal
- Ability to work independently with a minimum of guidance and supervision
- Personality to maintain strong working relationships with partner organizations
- Detailed oriented and highly organized
- Knowledge of Student Information Systems (SIS) and understanding naming conventions
- Awareness of neighboring district's SIS, Aeries, is a plus
- Communicate effectively with supervisor, colleagues and external partners
- Knowledge in a quantitative software, preferably SPSS

- Excellent presentation skills
- Enjoys a team environment and collaboration; great team player
- Demonstrated high level of time management skills
- Demonstrated computer literacy including proficiency in Microsoft Office Suite
- Ability to exercise discretion, maintain strict confidentiality and adhere to the Tribal Code of Ethics and Policy at all times
- Local travel is occasionally required
- Travel outside of the state is infrequently required
- Typical travel time is generally less than a week
- Ability to lift up to 25 lbs. safely

MINIMUM QUALIFICATIONS & REQUIREMENTS

- A valid High School Diploma/Degree or valid equivalency established by an accredited institution/agency within the United States.
- Proof of Bachelors' Degree from an accredited college or university (attach a copy of degree with degree posted) and a minimum of 5 years of professional experience in education research or a related field, preference given to applicants with Master's Degree
- Must be able to complete and pass a background investigation (fingerprint and background check)
- Possess a valid California Driver's License

DOCUMENTS REQUIRED TO SUBMIT

- Cover letter
- Resume with two professional references
- Two (2) Letters of Recommendation
- Copy of a degree from an accredited college or university

WORK ENVIRONMENT

Position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily duties. This position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in proofreading correspondence and work-related documents. Acute hearing is required. Office work setting conditions.

COMPENSATION: To Be Determined