



990 Spring Garden St, Suite 601
Philadelphia, PA 19123

Compliance and Data Manager Job Description

Organization Summary

EducationWorks (EW) is a nonprofit organization providing academic support, career readiness, and enrichment programming throughout Greater Philadelphia. **By tackling core issues like literacy, graduation rates, safety and social awareness, we are equipping individuals with the tools needed to stay safe, finish school, make better choices, and become more productive members of their communities.**

Recognizing that each child has unique needs, staff works directly with community and school leaders to identify challenges and create customized programs that will have the greatest impact. From in-school programs to after-school and summer programs, children from six weeks to adulthood are positively impacted by EducationWorks programming.

Position Summary

The Data and Compliance Manager provides administrative and analytic support to internal and external constituents, creates reports/dashboards of key business metrics and provides ad-hoc data analysis. The Data and Compliance Manager ensures all sites are compliant with local, state, and federal regulations or requirements. Serves as a resource to EducationWorks personnel and representatives of external organizations regarding data collection and analysis and compliance related matters. The Data and Compliance Manager will report to the Director of Learning and Impact.

Duties and Responsibilities

Data Management

- Understand relationships between the data sets used by EW and identify and manage a master set of keys for each data set to enable efficient cross-walking
- Manage an efficient and effective process for the collection, cleaning, storage and analysis of both internal and third-party data sets; identify areas where data quality requires improvement and collaborate with team members to resolve issues
- Manage a robust and effective set of quality assurance practices
- Oversee the intake, prioritization, and completion of internal and external data requests; refine requests for information to provide management with improved decision making capabilities
- Provide data and technical support to main office and site- based staff to enable them to make data driven decisions
- Troubleshoot and provide end-user support for databases in the assigned department

Data Analysis



P: 215.221.6900 F: 215.221.6901

[EducationWorks.org](https://www.educationworks.org)

- Design, validate and implement management dashboards that release key performance indicators on weekly, monthly, quarterly and/or annual basis
- Design, validate and implement a repository of standard or custom reports and dashboards that facilitate the development, monitoring and evaluation of our programs
- Maintain a repository of business rules around key performance indicators; wherever applicable, identify methodological challenges and propose a thoughtful, well-vetted set of solutions
- Apply data visualization principles to develop and present analysis in a clear, simplistic and impactful way
- Assist in surfacing/prioritizing issues to leadership around problem areas related to program outcomes

Site Licensing

- Process new and renewal site licensing applications through the PA Office of Childhood Development and Early Learning and the NJ Department of Children and Families; obtain licensing certificates for all required sites
- Maintain correct and up to date electronic files of site licensing applications for all applicable locations that includes-- inspection dates, passes and violations, and corrective actions plans
- Conduct regular pre-inspection visits to sites ensuring compliance and adherence to local, state, and federal guidelines on child-care center operations
- Coordinate with Human Resources department to ensure personnel requirements are met, as necessary for licensing
- Develop comprehensive desk manual, which create standardized processes and streamlines procedures for site licensing in an organized method
- Provide training to team members on site licensing process
- Perform other general administrative duties as assigned

Qualifications

- Commitment to the mission of the EducationWorks
- Passionate about quantitative analysis to drive decision making
- Strong writing and strategic, analytical, and logical thinking skills
- Strong communication skills; comfortable representing the organization in meetings and larger venues
- Excellent interpersonal skills and desire to work as part of a team
- Ability to work independently, solve problems in maintenance of databases and tracking systems, and be flexible
- Willingness and desire to participate in unexpected projects and support team in attainment of organization-wide goals and objectives
- Excellent organizational skills and attention to details; proven competence with collection and management of documentation and paperwork
- Flexibility, professional demeanor, ability to respond calmly and positively to rapidly changing situations
- Ability to organize and present data using various spreadsheet applications, such as MS Excel

Education and Experience

- Bachelor's degree required, preferred bachelor's degree in information science, computer science, management information systems (MIS) or a similar field
- Three years of full-time, paid, professional experience with database technology, educational data reporting and analysis and/or educational performance data



- Experience and knowledge of various databases such as PCAPS, ETO, MS Excel, and MS Access, Google docs, applied statistics and using information to change behaviors and outcomes, administrative policies and practices

Physical Requirements

Ability to physically perform the duties required and to work in the environmental conditions required such as

- Traveling to schools – valid driver’s license and/or access to transportation when necessary
- Maneuvering in an office space-reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, and making phone calls
- Standing, walking, sitting for long periods of time, speaking loudly and clearly, seeing and hearing things both near and far away, stooping, kneeling, fine finger and hand manipulation in use of a computer, chalkboard, dry erase board or projector
- Must be able to lift up to 20 lbs

Application Instructions

Email resume and cover letter to applications@educationworks.org