

Job Description



Position: Data Coordinator

Summary: The Data Coordinator will work in a team setting to facilitate, deliver, and coordinate data-related tasks, including both quantitative and qualitative data on selected projects. The Data Coordinator reports directly to the Manager of Evaluation and Research unless directed otherwise for a particular project.

Essential Duties and Responsibilities: The Data Coordinator will be responsible for the following tasks:

- Conduct research and summarize resources and literature;
- Collect and record quantitative data from sources such as test scores, assessments, and surveys using selected software;
- Collect, record, and code qualitative data from sources such as focus groups, interviews, and observations;
- Create tables and charts to illustrate key findings;
- Prepare draft data briefs and assist with memos and reports;
- Keep current with data collection practices and topics relevant to clients' data needs;
- Infuse cultural and organizational values into data collection processes;
- Engage in opportunities to promote ACET services;
- Assist in business outreach;
- Assist staff with planning efforts and meeting logistics;
- Follow policy and procedures outlined in the employee handbook; and
- Complete other relevant and appropriate duties as may be assigned.

Minimum Qualifications: Bachelor's degree with at least 1 year of experience working in a research or evaluation firm and 2 years of administrative experience working with data. The Data coordinator must possess strong organizational skills, have database experience, possess the ability to coordinate multiple projects and tasks, find solutions when issues arise, strong attention to detail, and clear verbal and written communication skills.

Inquiries should be directed to:

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