Child Care Solutions, Inc.
Position Description

	Title: Data Specialist	
Team: Administrative	**Status: Non-Exempt**	**Date: November 2026**

Reporting relationships:

Reports to: Deputy Director
Supervises: N/A

Summary Description:

The Data Specialist will manage and support the data collection, analysis, and reporting requirements for Child Care Solutions' CCRC and Infant Toddler contracts, as well as other contracts and data-related initiatives, as needed. Data will be used to inform program outcomes and decision-making, ensuring that data-driven strategies are utilized to improve service delivery and client satisfaction.

Essential Functions:

1. Oversee the collection, management, and analysis of program data under the CCRC and Infant Toddler contracts ensuring the integrity and accuracy of information.
2. Oversee MITCH, MATCH and Formstack data management systems for the tracking and reporting of program metrics, customer outcomes, and milestones.
3. Assist program staff with data entry as needed and provide training on MITCH, MATCH, and Formstack.
4. Prepare data and provide to the Deputy Director by the 10th of the month for quarterly reporting to funders.
5. Present data reports at the Infant Toddler/ Infant Early Childhood Mental Health Consultation Region 3 quarterly meeting.
6. Use data insights to guide program improvements and make data-driven decisions to enhance service delivery.
7. Respond to data questions, troubleshoot problems, develop, and write data collection protocols, and monitor ongoing projects and propose and implement changes.
8. Propose techniques to improve data quality and team productivity.
9. Collect, analyze and document qualitative and quantitative data.
10. Provide data dashboard/reports for publications, papers, presentations, grants, and other documents.
11. Work with program staff and partners in identifying emerging issues and questions in need of new data, synthesis, or interpretation.
12. Provide expertise around data collection and analysis.
13. Monitor data entry and reporting deadlines to ensure compliance with contract and funder requirements.
14. Conduct routine data quality checks to identify and correct missing, inaccurate, or inconsistent information.
15. Maintain organized data and supporting documentation for audits, monitoring visits, and contract reviews.
16. Identify trends, gaps, and areas of concern and communicate findings and recommendations to leadership and program staff.

17. Support grant applications, renewals, and funder reports with accurate program data and outcomes.
18. Coordinate with the Deputy Director and program leadership on reporting priorities, timelines, and data needs.
19. Maintain data required for OCFS and other regulatory reporting, ensuring required fields, milestones, and outcomes are complete and accurate.

Qualifications:

Education: Associate's degree in Business Administration, Human Services, or Early Childhood Education with coursework in Mathematics, Data Analytics. Bachelor's degree in Early Childhood Development, Education, Data Analytics/Data Science, Statistics, Mathematics or related field preferred. Equivalent experience may be considered.

Knowledge: Previous experience in research and/or data collection, analysis and reporting. Knowledge of data collection, management, evaluation, analysis, reporting, and quality assurance. Knowledge of child care, early childhood education, human services, or community-based programs. Knowledge of human services and/or child care data and reporting requirements preferred.

Experience: Requires minimum of 2 years of experience in tracking and managing multiple sources of data, maintaining electronic records, databases, and confidential information. Strong statistical and methodological skills and experience with evaluations in human services settings is highly desirable**.**

Competencies: Exceptional analytical, oral and written communication skills. Proficient in Microsoft Office and data software. Effective oral and written communication, ability to manage data and deliver outcomes for complex projects, knowledge of child care best practices and operations and knowledge of community resources, strong customer service skills and ability to work with people from a wide range of economic, ethnic and cultural backgrounds.

Level of responsibility*:* Works with little direct supervision, exercises high degree of discretion and independent judgment

Working Conditions:

Schedule: Requires flexibility, some evening and weekend hours
Environment: Agency's Syracuse and Auburn office with some ability to work remotely as permitted by agency policy.
Travel: Frequent local travel to meetings, some regional meetings, some travel within NY State, infrequent out-of-state travel to conferences.
Customer Responsibilities and Contacts: Some contact with community agencies, NYS OCFS and ECLC; regular collaboration with agency staff.

Physical Requirements:

- Manual dexterity sufficient for frequent use of telephone, keyboard, calculator and other office equipment
- Ability to receive and convey detailed information
- Ability to sit at a desk for 6 - 7 hours per day
- Moderate physical exertion: Occasional lifting of up to 45 pounds

Employee Signature: _____ Date: _____

Executive Director Signature: _____ Date: _____