



## **Data and Quality Analyst**

*Child First, Inc. National Program Office*

**Reports to:**  
National Data and Quality Officer

**Job Classification**  
Full time, Exempt

### **Summary of Position**

The Data and Quality Analyst uses a robust data system to analyze the impact of the Child First intervention to inform best practices and areas for improvement. This new position provides a highly motivated and detail-oriented professional an opportunity to work closely with other members of the Data & Quality Team as well as the Child First National Program Office leadership and Clinical Team.

### **Key Job Responsibilities**

- Conduct quarterly outcome analysis including tests for statistical significance and effect size
- Perform ad-hoc impact analyses, understanding relationships among client and family characteristics and outcomes
- Develop and maintain reports to meet Child First Benchmarks regarding assessments and outcomes
- Merge new and growing data set from the Child First Comprehensive Clinical Record (CFCR) into the data set for outcome analysis
- Modify the Assessment Scoring Database (created in Filemaker) as needs for that system change over time
- Distribute reports throughout the Child First network in a format that is understandable and consumable to the site leadership
- Write and maintain clear documentation of procedures to prepare data for and to conduct outcome analysis

### **Experience, Skills and Qualifications**

- Bachelor's Degree required. Advanced degree or field of study in research, statistics, evaluation or social science a plus
- At least 3-5 years' experience conducting data analyses and using statistical software packages such as SAS and SPSS
- Advanced skills in the use of Microsoft Excel, including formulas, conditional formatting, graphs, and pivot tables
- Advanced skills in creation and maintenance of Filemaker-based databases
- Proficient in Microsoft Office, including Word, PowerPoint, as well as Adobe Connect
- Experience with business intelligence tools such as Tableau and Power BI a plus
- Able to learn new software packages quickly
- Strong communication skills, both oral and written, particularly in explaining complex concepts to audiences unfamiliar with data analysis
- Organized, analytical, detail-oriented, and thorough
- Excellent interpersonal skills and ability to work as a member of multiple teams
- Self-motivated, strong sense of ownership and accountability, results-oriented individual with the ability to manage time and schedules effectively
- Positive thinker; energetic and enthusiastic; ability to deal effectively within a fast paced, dynamic environment
- Personal qualities of integrity, credibility, and a commitment to the mission of Child First

- Non-profit and electronic client records experience a plus
- Experience with early childhood or mental health research a plus

**To Apply**

- To submit an application, email a cover letter and curriculum vitae to: [hr@childfirst.org](mailto:hr@childfirst.org)

*Child First, Inc. is an equal opportunity employer.*