Position Description: Data Coordinator

- Contract Position
- Part time (8-16 hours/month)
- $30/hr

Summary of Position

Snow City Arts is seeking a Data Coordinator who will be primarily responsible for the production and analysis of monthly, quarterly, annual and off-cycle data reporting related to hospital and community programming. The Data Coordinator may also conduct data entry for programming that utilizes the collection of hard copy data (this is limited). The role requires engagement with the SCA's custom-built database, Excel, and Looker Stuido/another data visualization software. This role may also provide insights into system adjustments and future database infrastructure improvements. The Data Coordinator will report to the Program Director and will be provided with an SCA-owned laptop (Mac) on which to conduct this work while ensuring security protocols are in place.

About Snow City Arts

Snow City Arts (SCA) inspires and educates children and youth in hospitals through the arts. SCA provides one-on-one and small group instruction in the visual arts, creative writing, poetry, theater, music, dance and media arts to patients at Rush University Children's Hospital, Ann & Robert H. Lurie Children's Hospital of Chicago, Children's Hospital University of Illinois (UIC), and Cook County Health. Snow City Arts' programming also includes Communities Creating Together, virtual instruction to meet the needs of young people who are isolated due to illness.

Snow City Arts' curricula are steeped in studio practices and benchmarked by the National Core Arts Standards and Common Core State Standards. SCA works in close partnership with Chicago Public Schools and suburban school districts. With permission, student's learning outcomes and portfolios are sent to their schools in order to generate credit assignment for work completed with SCA. The Snow City Arts team includes an administrative staff of four and an artistic staff of seven part-time, professional Teaching Artists, as well as numerous interns, work-study students, and volunteers. As a small yet mighty organization, our team values an "all hands on deck" approach balanced with a strong commitment to wellness. Snow City Arts is committed to generating a work environment that centers on learning, equity, and inclusivity. A cohort member of Enrich Chicago, SCA is committed to advancing systemic change in the arts and is building a vision and framework for anti-racist work across the organization.

Responsibilities

- Become a super user of SCA's HIPAA and FERPA-compliant, custom-built, cloud-based database, LEO
  - HIPAA: Health Insurance Portability and Accountability Act (annual testing is required)
  - FERPA: Family Educational Rights and Privacy Act
- Enter data from virtual programming and from student/family permissions/consents/releases
- Identify trends, highlights, exceptions, and conduct other analysis of the data
- Collaborate on maintenance of data and the system itself: cleaning data, suggesting improvements to the system, and other evolutions
- Lead the production of school reports and support SCA's academic advocacy for its students

Deliverables

- Produce data reports monthly, quarterly, and annually
  - Reports include both internal and external format
- Update internal tracking tools with monthly data
- Bonus: connect data and then design and update infographics in Looker Studio

Priority Skills and Experience

The ideal candidate will have a combination of the following professional and personal qualities, skills, and characteristics. Snow City Arts *will* consider candidates who do not meet every single requirement.

- Exceptional data management skills, including production of reports and data organization.
- Exceptional computer skills, including proficiency in Microsoft and Google suites and excellent Excel skills
- Connecting data to and designing reports in Looker is a significant bonus.
- Excellent attention to detail.
- Inquiry-based approach to problem solving and gathering information.
- Active listener with the ability to synthesize information and translate into action plans.
- Commitment to supporting a culture of collaboration, cooperation, and accountability.
- Commitment to developing an anti-oppressive work environment.

Compensation and Benefits

This is a part-time, contract position for 8-16 hours monthly. The rate for this role is $30/hour with monthly payouts after invoices are submitted.

Snow City Arts is an equal opportunity employer. Snow City Arts is committed to building a culturally diverse and pluralistic team. BiPOC-identified individuals, transgender and gender-nonconforming people, people from poor and working-class backgrounds, and individuals with disabilities are encouraged to apply.

How to Apply

Interested candidates should send the following to **employment@snowcityarts.org**. The call for candidates will remain open until filled with priority given to materials submitted prior to **5:00pm on January 13, 2025**:

- Cover letter/Letter of Interest
- Current résumé