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**Position Title:** Community Schools Data Coordinator

**Reports To:** Community Schools Project Director

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**About United Way of Treasure Valley:**

United Way mobilizes communities to action so all can thrive. Together we create healthy communities, youth opportunity, and financial security to build resiliency across the Treasure Valley. Together we can address urgent needs today for a better tomorrow.

To support these objectives, United Way has evolved to become a proactive change agent working to bring together diverse community stakeholders to address our community's most significant challenges. Our key initiatives include (a) facilitating the Idaho Coalition for Community Schools, leading the growth and development of the Community School Strategy throughout the state, (b) leading [findhelpidaho.org](http://findhelpidaho.org), which links individuals with free or low-cost programs in Idaho, and (c) making annual grant investments to an average of 30 area nonprofits working in alignment with United Way goals and strategies.

We are seeking a strategic and collaborative leader to help us expand the Community School Strategy across Idaho. We encourage you to visit us at <http://www.unitedwaytv.org> and <https://idahocoalitionforcommunityschools.org> to learn more about our work.

This position is funded through a Full-Service Community School grant awarded by the U.S. Department of Education. Continued employment is contingent upon annual federal appropriations and ongoing availability of grant funding.

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**Role Summary:**

The Community Schools Data Coordinator plays a key role in collecting, managing, and evaluating data that demonstrates the impact of the Community Schools strategy statewide. This position collaborates with United Way staff, school districts, community partners, and an external evaluator to develop and implement measurable outcomes that support the growth and sustainability of Community Schools. The Data Coordinator uses data to strengthen partnerships, deepen schools' understanding of continuous improvement, streamline reporting, and drive collective impact to improve educational outcomes.

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## **Key Responsibilities:**

### Evaluation and Improvement:

- Research and promote best practices for the implementation of the Community Schools strategy; support internal teams and partners in advancing high-quality implementation.
- Analyze community and statewide data to inform and guide the scaling and expansion of Community School strategy.
- Review and adjust action plan templates to help Community School partners identify, align, and measure strategic priorities effectively.
- Collaborate with a third-party evaluator to support both implementation and outcome evaluation efforts.

### Technical Assistance:

- Train schools and agency partners on procedures for data collection and monitoring to ensure compliance.
- Support and provide technical assistance for using data for continuous improvement among school and agency partners.
- Assist schools and local stakeholder councils in developing and implementing annual assets and needs assessments.

### Stakeholder Engagement:

- Assist in advancement of Community School Strategy statewide by aiding the Coalition in using data to articulate need and impact.
- Prepare visualizations, reports and presentations to report data and evaluation findings to stakeholders.
- Support facilitation of Coalition data and evaluation workgroups and committees.

### Coordination and Reporting:

- Manage collection, cleaning, and accessibility of data from multiple data sources (quantitative and qualitative) among various project partners.
- Monitor program-level performance measures and community-level indicators aligned to reporting requirements and maintain accurate and organized compliance data with supporting documentation.



- Support submission of required grant reports.

Additional Responsibilities:

- Provide support to other departments and core functions of United Way, including operations, marketing, and resource development, to advance our mission.
  - Other duties as assigned.
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**Education and Experience:**

We welcome applicants with diverse backgrounds and recognize that various combinations of education and experience can contribute to the necessary knowledge and abilities for this role. We encourage candidates to showcase their unique qualifications. Common education and experiences may include:

- A bachelor's degree in education, social work, public administration, or a related field.
- Minimum three (3) years' experience in data collection and analysis used to plan, monitor, and adjust programs and processes.
- Use of data-driven decision making in systems-level practices to support children and families.
- Demonstrated experience with grant outcome monitoring and reporting.
- Experience in complex and collaborative environments among schools and community organizations.

**Physical Requirements and Travel:** Standard office environment demands, including prolonged computer use. Some in-state travel and limited out-of-state conferences annually.

**Location:** Boise, Idaho, with some remote work flexibility.

**Competitive Package:** \$50,000 - \$58,000 salary range, with comprehensive benefits including health, dental, vision insurance, and retirement match. Full-time, exempt.

**How to Apply:** We encourage candidates with diverse backgrounds and experiences who are passionate about our mission to apply, even if they do not meet every qualification. Please submit your resume and a cover letter to [careers@unitedwaytv.org](mailto:careers@unitedwaytv.org).

**Closing Date:** Applications are accepted on a rolling basis until the position is filled. Prompt applications are advised.