



Professional Development and Data Specialist

Specific Responsibilities:

The Professional Development and Data Specialist provides professional development supports and services to Child Advocacy Centers to improve the multidisciplinary model supporting children of abuse.

- Provide professional development services to child advocacy centers, including training, multidisciplinary team support, and technical assistance.
- Provide on and off-site professional development services and support informed by formal and informal assessment tools.
- Gather, input and maintain program data and reports through database systems and shared office communication and documentation tools.
- Support child advocacy centers in continuous quality improvement including working towards national accreditation/reaccreditation standards.
- Provide technical expertise, guidance, and support to database users, responding to service requests for information, data entry support, and data management.
- Work with Child Advocacy Centers and other agency staff to identify reporting needs.
- Generate and distribute regular reports for the New York State Children's Alliance and funders.
- Work with agency management and Child Advocacy Centers to correct existing data issues.
- Identify, research, and resolve technical problems with database
- Support data collection efforts such as surveys, focus groups, pre/post surveys

Qualifications:

- BA/BS required, child development, education, social work or related field.
- Prior professional experience in an accredited Child Advocacy Center is required.
- Current driver's license required,
- Must pass background check; references and valid identification required.

Requirements:

- Ability to build relationships with and work with individuals and child advocacy center MDT members
- Excellent written and oral communication skills
- Excellent organizational and problem-solving skills
- Experience with database systems is a must

Key Competencies:

- Passion and commitment to NYSCA's mission and the importance of child advocacy centers
- Flexibility and adaptability as organizational needs change.
- Strong analytical skills and attention to detail.
- Strong interpersonal skills required.
- Ability to engage in collaborative teamwork with members across the state.
- Ability to use database systems and general office programs with comfort and ease including Microsoft Word, Excel, Collaborate by Network Ninja (or other database system) Zoom, PowerPoint, shared project management tools, and Outlook.
- Ability to travel to meet job requirements within the state
- Ability to work a flexible schedule based on needs, including evenings and weekends as required.

Schedule and Compensation:

- **Position Hours:** Monday-Friday, 8:30am-4:30pm, occasional evenings and weekends
- **Location:** This is a remote position, working from a home office. Main office is located in Syracuse, NY
- **Position Type:** Full-Time position
- **Classification:** Exempt, Permanent
- **Supervisor:** Executive Director
- **Compensation:** \$34,000 - \$38,000/year
- **Full Time Benefits:** Paid Time Off, paid holidays, retirement plan match, health and dental insurance (employer contributes 85% of premium), Flexible Spending Account (FSA)

Please send cover letter and resume to lcleary@nyschildrensalliance.org by March 31st.