

EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC.

JOB DESCRIPTION: DATA INFORMATION SPECIALIST

REPORTS TO: INTEGRITY AND ACCOUNTABILITY SUPERVISOR



STATUS: Non-Exempt

SALARY RANGE: \$39,000 - \$65,000

The Coalition is a fully tobacco-free environment, to include the interior and exterior of all premises and Coalition-owned vehicles.

This is a specialized IT position that supports the creation, recording, maintenance, and upkeep of all Coalition data systems. Work involves ensuring Coalition database systems and state-related systems are maintained effectively and issues or problems are resolved appropriately.

RESPONSIBILITIES:

- Manages Coalition databases and portals, ensuring effective communication and functionality between the Coalition, Florida's Office of Early Learning (FOEL), and child care providers
- Provides technical support and training to Coalition staff and contracted providers on accurate data entry and system usage
- Assist in the design, development, and implementation of database solutions that meet business requirements and performance goals
- Ensures data quality in all Coalition systems and coordinates system needs
- Offers help desk and technical support for statewide childcare systems and related software
- Maintenance of the Learning Management System, working closely with the Professional Development leadership
- Assists with software updates and prepares and runs reports as needed
- Collaborate with cross-functional teams to understand data requirements and provide analytical support.
- Provides training for end users to include both community members and staff
- Supports all initiative-based data collection and support for both staff and providers
- Performs other duties as assigned

REQUIREMENTS:

- Associate degree
- Knowledge of TALENT LMS, Tableau, Coalition data systems preferred
- Experience with computer database functions.
- Must be available to work a flexible schedule.
- Occasional out-of-town travel and overnight stays may be required.
- Professional appearance and presentation.
- Must clear background-screening requirements and drug testing.
- Ability to bend, lift and carry up to 25 pounds.

Must have a valid Florida driver's license, proof of insurance and reliable transportation

This position is contingent upon available funding.

I, _____, have read the requirements as listed above.
I understand and accept the duties and responsibilities as described.

Employee Signature

Date

Employer Signature

Date

Created – Feb 1, 2025