OKLAHOMA PARTNERSHIP FOR SCHOOL READINESS

Data Coordinator Preschool Development Grant, Birth - 5
Full-time; Exempt

Are you looking for a fulfilling career that also provides flexibility? Oklahoma Partnership for School Readiness (OPSR) is hiring! Joining our team means being part of a diverse group of individuals passionate about improving the lives of children and families.

OPSR's mission is to lead Oklahoma in coordinating an early childhood system that strengthens families and ensures all children are ready for school. Our talented team works together to ensure all Oklahoma children are safe, healthy, eager to learn and ready to succeed by the time they enter school.

Our team enjoys a flexible work schedule and opportunities for remote work. We believe that a positive environment and healthy work-life balance leads to productive and successful outcomes, so we strive to offer every team member the support and tools they need.

We can offer you:
- Generous PTO and paid holidays
- Paid medical and dental insurance
- A hybrid work schedule of two remote days per week plus flexible Fridays during the summer
- Retirement contribution at 3% (employee contribution not required)
- Access to Employee Assistance Program and medical leave
- Wellness opportunities like in-office yoga and massage bookings
- Perks like a company-provided canteen with snacks and drinks and invitations to social and philanthropic events

Are you a meticulous number-cruncher with a heart for Oklahoma's young children? OPSR is looking for a full-time **Data Coordinator** to support the implementation of the Federal Preschool Development Grant Birth through Five (PDGB5) project that builds upon Oklahoma's ongoing Early Childhood Care and Education systems work. This grant-funded position will work in collaboration with Oklahoma Partnership for School Readiness Foundation (OPSRF) and Oklahoma Department of Human Services (OKDHS); by aligning state and local efforts, engaging stakeholders and partners across sectors, Oklahoma's PDGB5 project will strengthen the state's mixed-delivery system so all children and their families thrive.

Reporting to OPSR's Director of Early Childhood Systems, this position will collect, coordinate, and organize existing data from the early childhood systems, programs, and workforce to support the implementation of projects within the Preschool Development Grant. Oklahoma's PDG project builds the capacity of families, communities, and public and private organizations to provide all children birth to five with the support and opportunities they need to thrive. The Data Coordinator works under PDG but also collaborates with OSPR Directors to support Oklahoma's early childhood system.

The salary range for this position is $55,000-65,000 per year; *this is a federal-grant-funded position ending 12/30/2025*. The ideal candidate must be based in the Oklahoma City area.

We'll trust you with:
- Collecting, analyzing, and generating reports on program and fiscal data for state and federal early childhood programs
- Supporting the creation of high-quality reports and presentations to effectively disseminate results to stakeholders
- Forging connections with partners and contractors who can provide crucial data, including coordinating data requests from partners and serving as a liaison to partners for statewide and national early childhood data initiatives
- Compiling research on early childhood systems and policy trends to inform activities of PDGB5

- Handling a wide range of data-related tasks, including transcription, analysis, comparison, compilation and distribution of data
- Organizing focus group preparation, transcripts, and result summaries
- Serving as point person for project staff regarding data collection, entry, and evaluation-related issues
- Developing a thorough knowledge of programs, projects, goals, standards, and reporting requirements for PDG
- Seamlessly monitoring tasks and projects and providing regular updates to manager/project staff

What you bring to the table:
- Strong data management skills, including data collection, entry, cleaning, and tracking
- Cool under pressure and able to seamlessly balance multiple projects with concurrent deadlines
- Analytical and organized with relentless attention to detail and excellent time management skills
- Effective and clear communicator capable of maintaining positive working relationships
- A team player also capable of working independently
- Display sound judgment and discretion
- A quick learner capable of mastering a variety of necessary databases and software

Must-haves include:
- Bachelor's degree in a social science, business administration, or public administration from an accredited college or university
- A minimum of 3 years experience working on data and/or evaluation projects preferred
- Background in and understanding of Oklahoma's early childhood system is preferred
- Willingness to travel occasionally (less than 20%) primarily by car, with occasional travel required during evenings and weekends
- A valid driver's license, valid automobile insurance and own vehicle to use for work
- Physical abilities such as occasional lifting up to 25 lbs., bending, and kneeling throughout the day in addition to prolonged standing, sitting, and walking

If you're looking for a career that challenges and rewards you for your hard work, we would love to hear from you! Our team is looking for individuals who are dedicated, motivated and ready to embrace a company culture that puts people first.

To apply:
Please send resume and cover letter to lmangus@okschoolreadiness.org