

SCORH Job Description for Data Specialist

REPORTING RELATIONSHIP: Program Manager, Health System Innovation

POSITION SUMMARY:

In this hybrid position, the Data Specialist will coordinate all data and information collected on behalf of the South Carolina Office of Rural Health. The Data Specialist will work with internal teammates to drive the data collection, analysis and reporting relied upon to improve the overall health and wellbeing of rural communities in our state. The Data Specialist will develop and maintain information management platforms and processes.

QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE: Bachelor's degree in relevant field and three years of analysis and/or data management experience. Master's degree may substitute experience.

COMPUTER KNOWLEDGE: Excellent computer skills. Proficient with Microsoft Office Suite. Ability to learn computer software platforms. Prefer experience with data management and visualization platforms such as ArcGIS, Blackbaud, QuickBase, SurveyMonkey, Tableau.

PHYSICAL: Must have the ability to sit, move about and be able to effectively communicate. Must have the manual dexterity necessary to operate standard office equipment. Must be able to operate a motor vehicle and have reliable transportation. Must maintain a valid SC driver's license.

SCOPE OF WORK:

- Ability to work with data projects and understand its alignment and coordination with SCORH's mission, vision, and values.
- Supports the data collection, analysis, and production of SCORH reports.
- Develops and manages dashboards and directories to effectively support staff.
- Utilizes data visualization techniques to create meaningful stakeholder reports.
- Provides education, training, and technical assistance to staff on new systems.
- Support the use of data for key projects and grant writing/deliverables.
- Works with staff to respond to ad-hoc data requests and projects.
- Produces regular reports and identify data trends for key stakeholders.
- Create and improve data summaries, static and live dashboards, easy-to-query data sets, rural relevant map repository and team specific reports.
- Manage the internal data storage system for collected information (QuickBase).
- Other duties as assigned.