



**Title:** Data Coordinator

**Reports to:** Evaluation Manager

**Job Location:** Hybrid, with expectations to work at the Cleveland office or other locations, as requested

**Benefits:** Medical, Dental, Vision and Retirement, Paid Time Off, Holidays

**Date Posted:** June 2025

**To apply:** Internal candidates will contact Diane McNally at [diane@dmcnallyconsulting.com](mailto:diane@dmcnallyconsulting.com). External candidates will contact Kaylee Chavez from Scion Staffing by email at [kaylee@scionstaffing.com](mailto:kaylee@scionstaffing.com)

### **Overview of Kinnect**

Kinnect is an Ohio-based non-profit organization dedicated to developing KinFirst strategies and delivering programs that build and strengthen kinship connections and inclusive support networks for families, young people, and children. With a vision to ensure young people and families have a sense of belonging, the essential resources, and relationships to thrive, Kinnect has been partnering with families, public agencies, and private providers for almost 20 years. Through collaborative efforts, Kinnect aims to improve permanency outcomes, build networks of support, and create innovative strategies that align with a KinFirst culture mindset and approach. Building a KinFirst culture requires equitable investments, training, coaching, policy, practices, and partnerships that prioritize family and kin and support stability, culture, and community. Kinnect is proud to be a nationally recognized leader and pioneer in the field, which led to the development of KinnectU, a training, consulting, and replication branch of Kinnect, to provide these services to all child- and family-serving organizations. Kinnect delivers programs and services across the state of Ohio, and through KinnectU has been providing training and consulting services nationally. Our programs include the Ohio Kinship and Adoption Navigator (OhioKAN), Kinnect to Family (KTF), Youth Centered Permanency Roundtables (YCPRT), and Youth Navigator Network (YNN). Our Search, Explore, Engage, Kinnect (SEEK) training is offered throughout Ohio and other states, and we have a series of trainings as part of our Safe Affirmed Youth (S.A.Y) priorities that include Family Finding strategies for youth who identify as LGBTQ+. Kinnect is grateful to receive support from a variety of sources, including contracts with government entities, partnerships with nonprofits, generous grants, and invaluable donations from foundations and private donors.

### **Overview of the Kinnect to Family Program (KTF) & Youth Centered Permanency Roundtable (YCPRT)**

Kinnect to Family is a specialized, intense, family search and engagement program that was developed by and is exclusively owned and operated by Kinnect since 2017. Diligent search strategies are used to identify a vast array of connections for children and families encountering child welfare. We empower kinship caregivers and wrap them in stabilizing supports using

relentless effort, focus and determination. As with all Kinnect programs, we embrace family to be defined as biological, adoptive, foster and all other kin and persons who have meaningful relationships with the family of origin; such as neighbors, coaches, and lifelong friends. We believe all children have caring and capable extended families that are willing to help raise their kin when needed. With the right tools and engagement, families can be united together to support one another through kinship care.

Youth-Centered Permanency Roundtables (YCPRT) is a program developed, operated and owned by Kinnect, that adapts a Casey Family Programs model that has been implemented in 11 Ohio counties over the last five years. The model focuses on engaging youth in planning for, and achieving, their own legal and relational permanency. The creation of a YCPRT Coach was born out of the creation of a Strategic Direction for the model and implementation in Ohio. Funding for this position is being made possible through a partnership with the Ohio Department of Job and Family Services, as this program and the subsequent goals are a priority at the highest level of child welfare in Ohio.

### **Position Summary**

The Data Coordinator is a full-time position dedicated to providing data and evaluation support to the Kinnect to Family and YCPRT Programs. The Data Coordinator reports to the Evaluation Manager. The primary functions of this role include maintaining database records, reviewing data in real time, and ensuring that standards of model fidelity are reported on and supported. This role includes a variety of organizational functions and data collection tasks to support program and agency operations through administrative support, coordination, communications, and managing records. The Data Coordinator will be responsible for tracking information through the use of spreadsheets and online database tools, and maintaining professional relationships with external vendors and contractors.

### **Essential Functions**

- Provide consistent data support on an individual, team, and programmatic basis.
- Perform real-time quality control review of electronic data.
- Capture quality metrics and escalate trends to management for continuous quality improvement.
- Communicate and collaborate across team to address and clarify data discrepancies.
- Assist with scheduling and carrying out fidelity reviews.
- Assist with report preparation and review as needed.
- Support data trainings and data related meetings through tasks such as the creation and maintenance of presentations, reports and supplemental documents.
- Identify gaps in information
- Perform other responsibilities assigned by the Evaluation Manager.

### **Role Competencies:**

- **Communicate Effectively:** Develop and deliver communications using various methods that conveys a clear understanding of the unique needs of the different audiences we communicate with.

- **Critical Thinking for Managing Complexity:** Making sense of complex, high quantity and sometimes contradictory information to effectively solve problems.

#### **Kinnect's Guiding Principles:**

- **Partnership:** Bringing our collective experience and skillsets to relationships that support our connectedness and achievement of our mission.
- **Inclusion, Diversity, Equity and Access (IDEA):** As a learning organization, we pledge to ongoing and sustained work in diversity, equity, inclusion and accessibility through collaboration with families, communities, Kinnect team members and our partners.
- **Innovation:** Continuous and dynamic process where creative ideas are valued, discussed, and implemented to significantly disrupt routing and prevailing structures.
- **Integrity:** Having the courage to live the Kinnect values of dignity, respect and honesty.
- **Outcome Focused:** We strive to measure our work, to pivot, iterate, and improve to accomplish desired results.

#### **Education/Qualification:**

##### **Minimum Requirements -**

- Bachelor's Degree preferred; Information Technology, Computer Science, or related field, preferred.
- 2+ years professional experience working with databases
- Proficient in Excel and data visualization tools
- Demonstrated experience working with teams utilizing strategies to overcome obstacles
- Experience developing and maintaining reporting dashboards

##### **Preferred Qualifications -**

- Strong written and verbal communication
- Organization and time management skills with the ability to meet multiple program deadlines and manage multiple tasks
- Database administration and technology skills
- Strong attention to detail
- Adaptation, flexibility, and dependability
- Teamwork, initiative, and problem solving
- Ability to use customer service initiatives to work with partner site

#### **Inclusion Diversity, Equity, and Access:**

Kinnect is committed to fostering, cultivating, and preserving a culture of inclusion diversity, equity, and access. These commitments are not just part of our value system but are at the core of our intentional actions to eliminate systemic barriers that have produced inequities based on differences.

We commit to a sustained investment of time, resources, and people to advance equitable realities for our employees, and for the children, families, and communities that we serve. We do this by intentional advocacy for social justice and the continuous scrutiny of the systems that we create and those in which we operate.

Our employees are the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and success, as well.

We embrace our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and intellectual or emotional ability, political affiliation, race, religion, sexual orientation or identity, socio-economic status, parental or family status, medical or genetic status, veteran or disabled veteran status, and other characteristics that make our employees unique.

Kinnect's inclusion, diversity, equity, and access initiatives involve, but are not limited to, our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; staffing decisions; terminations; and the ongoing development of an inclusive work environment.

**Equal Opportunity Employment:**

Kinnect maintains a policy of nondiscrimination toward all employees and applicants for employment. All aspects of employment with us will be governed on the basis of competence and qualifications and will not be influenced in any manner by race, color, religion, gender, or gender identity or expression, age, sexual orientation, sexual expression or identity, national origin, physical, intellectual or emotional ability, marital or partnership status, parental or family status, medical or genetic status, veteran's or disabled veteran status, in accordance with applicable federal, state and local laws governing nondiscrimination in employment. Employment Posters stating current regulatory and legal requirements are posted in Kinnect's main office and on the intranet.

**Working Conditions:**

- Travel required, as needed. Must have access to own transportation.
- This job requires occasional overnight travel
- Kinnect as an organization has a Hybrid Work Model that combines remote and on-site work at Kinnect, as well as routine on-site or in-person work with team members, partner sites, community events, and direct service in the field.
- This role will utilize standard office equipment that will be provided by Kinnect

**Hiring Process:**

- Background Check Information: The final candidate selected for the position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal conviction(s) will be made before excluding an applicant from consideration.

**Disclaimer:** The above statements are intended to describe the general nature and level of work

to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Kinnect maintains a policy of nondiscrimination toward all employees and applicants for employment. All employment decisions at Kinnect are based on organizational needs, job requirements and individual qualifications, and will be governed on the basis of competence and qualifications and will not be influenced in any manner by race, color, religion, gender, or gender identity or expression, age, sexual orientation, sexual expression or identity, national origin, physical, intellectual or emotional ability, marital or partnership status, parental or family status, medical or genetic status, veteran's or disabled veteran status, in accordance with applicable federal, state and local laws governing nondiscrimination in employment. Employment Posters stating current regulatory and legal requirements are posted in Kinnect's main office and on the intranet.

**American's with Disabilities Act:** This position involves sitting in a stationary position for at least 50% of the time and the ability to ambulate without assistance to attend on-site meetings, as needed. The job requires movement in a typical office environment with file cabinets, office machinery, office furniture and typical hallway and access doorways. The position must operate typical office equipment, such as copiers, telephones, computers and peripherals. This job requires that the person must have the ability to access transportation to attend meetings and special events. The organization provides reasonable accommodations for this position