Scope of Work
Data Support Analyst - Consultant

Fair Futures is a coalition of over 100+ organizations/foundations advocating for all young people in NYC’s foster care system to have access to the Fair Futures model. Fair Futures was successful in securing $20 million, making NYC the first in the nation to implement a comprehensive, long-term model across the entire NYC foster care system. As a Data Support Analyst, you will play a key part in supporting Fair Futures program staff in tracking young people’s progress on our online platform, ensuring data quality and integrity, and supporting the needs of a multi-year evaluation of Fair Futures by Chapin Hall out of the University of Chicago.

The Fair Futures model includes a middle school program that prepares students for success in high school and a coaching program where young people ages 14-26 are matched with a full-time, professionally trained Coach that works collaboratively with them to help them achieve their goals and potential. The overall goals of the Fair Futures program are to help young people:

- Build trusting relationships and a network of positive adult and peer supports;
- Prepare for and graduate from high school;
- Connect to and persist in post-secondary settings;
- Engage in career exploration and career development experiences in line with their interests to help them eventually navigate onto a living wage career pathway;
- Access and maintain stable, affordable housing if they are exiting foster care and gain independent living and life skills.

The Fair Futures Implementation team provides training and technical assistance support to the 450 Fair Futures staff that work at the 26 child welfare agencies in New York City. These staff consist of Middle School Specialists, Coaches, Career Development Specialists, Housing Specialists, Education/College Specialists, Tutors, Supervisors and Directors.

We are seeking a Consultant to join the FF Implementation team to support staff in using the Fair Futures’ online, cloud-based platform (Care4) and perform data-related tasks that help to ensure data integrity and accuracy.

The scope of this consultancy will include the following responsibilities:

- Conduct client-facing, virtual interactions with Fair Futures staff to support them in using the Care4 online platform to track young people’s progress/goals and troubleshoot glitches.
- Support Fair Futures staff with executing tasks on the Care4 online platform, including but not limited to:
  - Enrolling and transferring young people from one group to another
  - Adding and closing out young people’s goals each fiscal year
  - Creating and deactivating staff accounts in the platform
- Run scheduled reports each month and send them to external partners
- Run scheduled internal reports and follow up with staff to conduct data cleaning across a number of areas.
- Help respond to data requests and analyses for the Fair Futures evaluation.
- Help monitor the Fair Futures Helpdesk account and respond to staff requests in a timely manner.
- Meet with the Data Director each week to review progress on existing projects and learn about new projects. There is tremendous room for growth and various types of data analyses that are in need, if the candidate is eager to take on more.

Requirements/Qualifications:
- Have at least 3 years of experience working with data in an analyst or equivalent position.
- Bachelor’s Degree.
- Must be detail oriented and organized.
- Foster care or non-profit experience is a plus.

Compensation:
The total annual budget for this consultancy is $65,000, with option for renewal. Hours and rate to be discussed based on experience and capacity.

If you are interested, please send your resume and cover letter to admin@fairfuturesny.org