



Position: Data Governance Coordinator

State Job Classification: Project Coordinator (Band 6)

Status: Temporary grant

Description

In South Carolina, there are over 340,000 children under age 6. We know that early childhood interventions make a difference, especially for children in poverty. South Carolina invests millions in early childhood programs annually from federal, state, and local resources. Yet, in 2021, only 36% of South Carolina's kindergartners arrived at school ready. Imagine if we knew the impact of children's early childhood experience on their achievements in public school through high school graduation? Imagine if we had close-to-real-time data on the number of children being served by each early childhood program and knew where the gaps were to serve more children with these life-changing interventions? Knowledge is power.

The [South Carolina Early Childhood Integrated Data System](#) and its initiatives will help put that knowledge in the hands of families, communities, policymakers, and program administrators to best serve our state's youngest learners.

The Data Governance Coordinator will be housed within the South Carolina Early Childhood Advisory Council (ECAC) at South Carolina First Steps. This role will lead strategic planning, stakeholder engagement, and data governance efforts for the South Carolina Early Childhood Integrated Data System (SC ECIDS) and its initiatives through the ECAC. Current initiatives include Palmetto Drive to Five and the Early Learning Extension of the Statewide Longitudinal Data System. To accomplish this, some travel may be necessary. This temporary grant position will end on February 28, 2024, unless the project period is extended, and will report to the Director of Research and Strategy. The Data Governance Coordinator's physical office will be in Columbia, SC.

Team: Research and Strategy

The Research and Strategy team supports both First Steps and the Early Childhood Advisory Council. To improve results for children, families, and communities in South Carolina and beyond, the Research and Strategy team works collaboratively with partners at all levels to make high quality data accessible and actionable through equitable and inclusive strategic planning, evaluation, and research.

Duties

- 50%: Project management of SC ECIDS data governance, including facilitating meetings, writing data sharing protocols/agreements, planning for sustainability, and onboarding new partners.
- 20%: Convene the SC ECIDS Data Governance Workgroup to coordinate collaboration between early childhood stakeholders and technical staff at the Department of Social Services, Head Start, Office of Revenue and Fiscal Affairs, the SC Department of Education, and other agencies/organizations and to make recommendations to the ECAC.
- 10%: Coordinate identification of common data elements and definitions and development of data portals and standard reporting for SC ECIDS initiatives.
- 10%: Report on progress to the ECAC, funders of SC ECIDS initiatives, and other stakeholders; serve as state-level spokesperson for SC ECIDS and data governance.
- 5%: Seek consultation from external consultants and other states; utilize existing resources.
- 5%: Other duties as assigned.

Qualifications

- Minimum of a high school diploma
- At least five years of relevant professional experience
- Experience managing projects at different stages of completeness, simultaneously
- Strong, demonstrable track record as a convener who thrives on managing a variety of stakeholders
- Strong, demonstrable organizational and documentation skills
- Self-starter, able to work independently
- Must be trustworthy, hard-working, positive, a team-player, and dedicated to the mission of First Steps and the ECAC
- Possess a valid driver's license, as some travel may be necessary

To apply, visit <https://bit.ly/3DmuzbS> and submit your cover letter and resume to Avian Jones at hr@scfirststeps.org