



Data Ecosystem Manager

Job Description

Title: Data Ecosystem Manager

Status: Full-time, permanent, exempt

Program: Research Justice

Location: Portland, Oregon

Posted: June 26, 2023

POSITION OVERVIEW

The Data Ecosystem Manager supports the work of the Coalition of Communities of Color's (CCC) research and environmental justice programs by building and advancing the use of community data to address disparities in health and advance environmental justice through convening, facilitation, and applying learnings.

The Data Ecosystem Manager is responsible for project management for a major CCC initiative convening government and community-based partners to build a local data ecosystem in the Portland metro area. As primary project manager, they will develop the project plan, track and ensure progress, adapt and revise the project plan, communicate regular updates to partners and CCC staff, and support administration of the project. They will convene project partners, facilitate regular meetings, cultivate relationships among CCC and its partners, and help synthesize and document meeting outcomes and other input to develop priorities for data and data system development. In coordination with the research team, they will support development of the data management system and its implementation. This position does not have any supervisory responsibilities.

About the Coalition of Communities of Color

Formed in 2001, the Coalition of Communities of Color is an alliance of culturally-specific community-based organizations engaged in collective action for racial justice. We work to improve outcomes for communities of color through advocacy, environmental justice, and research. Learn more about the [Coalition of Communities of Color](#) and our [member organizations](#).

DESCRIPTION OF DUTIES

Facilitation and Convening (40%)

- Convene and coordinate project partners for meetings and project activities

- Build and strengthen relationships between CCC, community based organizations, and government and health systems project partners
- Plan and facilitate meetings and manage logistics
- Develop meeting agendas and objectives and ensure needed outcomes are met
- Collect feedback and support partners to reach a shared understanding and agreements on data and its collection
- Draw on partner input to support the development of governing documents such as values, priorities, agreements, and needs assessment
- Host community workshops to refine understanding of data
- Facilitate between dominant institutions and community with sensitivity to historical power dynamics

Project Management (35%)

- Draft, refine, and adapt project work plan
- Monitor progress and project plan to ensure milestones and deliverables are met
- Define clear roles and expectations for CCC and partners
- Capture and share high level meeting summaries and action items with project partners
- Track expenditures, manage budget, and prepare updates
- Regularly communicate progress and internal project updates to partners
- Provide information for and assist with narrative and financial aspects of grant reporting
- Attend and represent CCC at project cohort meetings

Data System Development (20%)

- Collaborate with the Research Justice team to create and maintain the project's data system
- Synthesize and apply project partners' perspectives to inform data system development
- Identify relevant types of community-based and quantitative data based on partner and CCC staff input, with an understanding of dynamics between government institutions and BIPOC community-based organizations
- Evaluate data system development

Other duties as assigned (5%)

- General CCC staff assignments
- Individual staff administrative activities and other program/CCC activities and events as assigned

QUALIFICATIONS

Required Qualifications

- 2–4 years work experience involving facilitation, partner convening, or coalition-building (requirement may be met by substantive experience in education, internships, or

- volunteering in related fields)
- Outstanding facilitation and relationship-building skills, particularly with managing differentials in power
 - Excellent project manager with ability to lead implementation of a major program project
 - Familiarity with or ability to build an understanding of how institutional use of data and research can benefit or harm communities
 - Ability to effectively communicate with partners orally and in writing
 - Commitment to racial justice and building power for communities of color

Preferred Qualifications

- Familiarity with data systems, qualitative and quantitative data, and analysis of the role of community-based data
- Knowledge of environmental justice, climate resiliency, and/or public health
- Experience working with culturally specific community based organizations, local government, and nonprofit partners
- Ability to produce and write reports