

Afterschool for Children and Teens Now Coalition (ACT Now)

Position Title: Data Associate

Location: Chicago, IL

Job Type: Full-Time, hybrid

Reports to: Director of Quality and Innovation

Position Summary

The Data Associate will support ACT Now in managing organizational wide databases, ensuring effective data collection and management practices are upheld, and will provide technical assistance to program providers as it pertains to engaging in continuous quality improvement. This role will support data tracking and reporting on organizational wide grant deliverables while providing insights and suggestions for improvement based on analysis of the data. The ideal candidate will be highly organized with a passion for whole child development and professional learning and has experience in large data systems building and management.

Key Responsibilities

Data and System Management

- Maintain ACT Now's learning management and network engagement systems, and work with external partners to ensure systems are working efficiently.
- Develop and maintain consistent processes, documentation, and procedures for organizational data collection, entry, management and reporting.
- Develop reports, dashboards, data summaries, and visualizations that make organizational and statewide findings accessible to staff, funders, providers, and other interest holders.

Training and Technical Assistance

- Support program providers to ensure successful completion of all Illinois Quality Program Self-Assessment (IL-QPSA) requirements.
- Provide technical assistance and problem-solving support to program providers related to data collection, IL-QPSA participation, quality improvement processes, and use of ACT Now's data and learning systems.
- Develop and facilitate field-wide trainings related to data collection, management and evaluation best practices.

Grant Implementation and Administrative Support

- Monitor progress toward grant deliverables and communicate potential gaps, inconsistencies, or reporting needs to the Director and appropriate project leads.
- Analyze data to identify trends, patterns, and gaps to determine necessary improvements to grant implementation.
- Research and develop resources to support program improvement.
- Provide administrative support to the ACT Now team as designated by the Director.
- Support ACT Now events.

Qualifications & Skills

- Undergraduate degree in data science, management information systems, youth-development or a related field.
- Experience in the youth development field (school day, afterschool, early childhood education, etc.).
- Experience with learning management and/or customer relationship management systems.
- Experience collecting and analyzing data for compliance metrics.
- Proficiency with spreadsheets and experience managing, cleaning, organizing, and reporting data across multiple systems.
- Experience working within a nonprofit environment.
- Strong interpersonal and communication skills (both oral and written).
- Highly organized with excellent attention to detail.
- Ability to work independently and as part of a collaborative team.
- Ability to travel across the state as needed.
- Experience interacting and supporting individuals from a variety of backgrounds.
- Equity mindset.

Compensation

Salary is commensurate with experience and ranges between \$55,000 to \$65,000. ACT Now offers a generous benefits package, including health, dental, and disability insurance, parental and bereavement leave, and paid time off.

Application Process

Interested candidates should submit a resume with education and relevant work experience; cover letter, and three professional references to Jackie Tichler, Director of Quality and Innovation, at tichlerj@actnowillinois.org by **September 14th, 2026**. Please include “Data Associate” in the subject line. Please ensure to specify your available start date. Applications will be reviewed on a rolling basis. This position is to be filled as soon as possible, and early applications are encouraged.

ACT Now is an equal opportunity employer committed to building a diverse and inclusive workforce. We encourage individuals from underrepresented backgrounds to apply and help us create positive changes in education for all children and youth across the State of Illinois.