



FIRST THINGS FIRST

TRIBAL DATA PARTNERSHIP COORDINATOR

First Things First (Arizona Early Childhood Development and Health Board) is a public agency and one of the critical state partners in creating a child and family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona's children. Created by voter initiative in 2006, First Things First operates through a surcharge on tobacco products. Governed by a state Board with 28 regional partnership councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten healthy and ready to succeed in school and in life.

Job Summary:

FTF values its government-to-government relationships with Arizona's tribal nations. In its mission to serve all Arizona children, FTF recognizes that Arizona's tribes are sovereign nations with complete authority over all research and data collection conducted on their lands. The Tribal Data Partnership Coordinator will support First Things First's ongoing commitment to continue consultation and open dialogue with tribal governments on potential studies on which to collaborate as well as on specific tribal approval processes necessary for data collection for programmatic implementation and evaluation purposes. This position will assist the Sr. Director of Tribal Affairs and the Sr. Director of Research and Evaluation in implementing the First Things First Evaluation Plan and serving as resources for FTF staff and other stakeholders on the use and interpretation of tribal data and processes.

Distinguishing Characteristics:

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. She/he will have the proven ability to work within teams to accomplish multiple tasks and keep multiple projects organized and progressing. The Tribal Data Partnership Coordinator must have strong knowledge of and experience in working with tribes in the areas of planning, program evaluation and data collection protocols and processes on tribal lands. The coordinator must have research skills and the ability to analyze and apply that research to the development and implementation of the First Things First Evaluation Plan and funded programs.

Typical Duties and Responsibilities:

The Tribal Data Partnership Coordinator reports to the Senior Director of Tribal Affairs and is a collaborative partner with the Evaluation and Public Affairs teams, as well as other cross-divisional teams related to data/evaluation activities with Arizona tribes. The position requires the ability to communicate effectively, work as a contributing team member, and share expertise and findings with colleagues.

- The Tribal Data Partnership Coordinator has primary responsibility to assist regional directors to locate and obtain existing data for tribal communities related to the FTF School Readiness Indicators and regional needs and assets reports.
- The Tribal Data Partnership Coordinator will assist FTF senior staff and regional directors in coordination with tribal authorities and external partners to request and obtain data permissions including obtaining tribal resolutions, Memoranda of Agreement/Understanding, tribal IRB approval, etc. for data collection and usage in tribal communities.
- This position will also be responsible for adhering to all FTF policies and protocols related to data collection and security, and will provide oversight of the proper completion of all security, reporting, and communication requirements as agreed to in data permissions, tribal IRB approvals or other authorizing processes for data usage and collaboration with tribal governments.
- This staff member will also provide technical assistance, as necessary, to establish partnerships and promote coordination with external agencies, governments and tribal communities regarding data, especially data related to FTF School Readiness Indicators and regional needs and assets reports in tribal communities.
- In collaboration with the Sr. Director of Tribal Affairs and the Research and Evaluation Division, this position serves as a resource for FTF staff and other stakeholders on the use and interpretation of tribal data; and works with regional FTF staff to update regional councils and tribal authorities regularly on the status of data.
- This position participates in regular conference calls and other meetings with the FTF Tribal Technical Advisory Group (TTAG) or any other meetings as required.
- Other duties as assigned

Qualifications:

- Minimum of a bachelor's degree in research methodology, evaluation, child development or related field combined with practical experience is required.
- A minimum of three years of experience in working with Arizona tribes and nations.

- Extensive knowledge and experience working with tribal data policy development or implementation and/or with Arizona tribes and nations and the data resources they hold.
- General knowledge of effective practices of research design.
- Strong problem solving, leadership and analytical skills.
- Knowledge of tribal early childhood systems.
- Excellent written and verbal communication skills.
- Strong interpersonal relations and oral communication skills necessary to effectively articulate evaluation goals with sensitivity to cultural and local community differences.
- Ability to promote and achieve a broad diversity of thought, background and perspective in providing assistance and resources.
- Commitment to uphold high ethical standards and promote sound business practices.
- Projects a professional, resourceful image.
- Ability and capacity to work within a fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities.

First review of resumes will begin on October 7, 2015 and continue until the position is filled. The hiring salary range is 46,932 – 55,000. For consideration please submit your cover letter, comprehensive resume and three professional references by the close of business on October 6, 2015 to

www.azstatejobs.gov

*****This position requires day and evening travel of 10% to 30% both within and outside of Maricopa County*****

Requires possession of and ability to retain a current, valid state-issued driver's license appropriate to the assignment. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records and must complete any required driver training (see Arizona Administrative Code R2-10-207.12.)

The State of Arizona offers an outstanding comprehensive benefits package including:

- * Paid Vacation
- * Paid sick days with accumulation benefits
- * 10 paid holidays
- * Participation in the nationally recognized Arizona State Retirement System

- * Superior health care options
- * Vision care, dental care, pharmacy benefits, and flexible spending account (options available)
- * Life, long-term disability, and short-term disability insurance options are available
- * Many more benefit programs are available

RETIREMENT: Positions in this classification participate in the Arizona State Retirement System (ASRS)*.

* ASRS enrollment eligibility will become effective after 27 weeks of employment.

“Arizona State Government is an EOE/ADA Reasonable Accommodation Employer”

Effective January 1, 2008 all newly hired employees will be subject to the E-Verify Employment Eligibility Verification Program.