



Network and Data Coordinator

The Lancaster Clean Water Partners (Partners) is a countywide collaborative of more than seventy partner organizations that come together with a shared vision of **clean and clear water in Lancaster by 2040**. The Partners's mission is to collaborate, accelerate, and expand efforts to restore and sustain healthy waterways in Lancaster County. The multi-sector collaboration of this group is essential to accomplishing goals and requires intentional outreach, strategic and strong partnerships, as well as transparency and inclusive practices.

Position summary

Blending people and data skills, the Network and Data Coordinator plays a key role in managing the data infrastructure, evaluation steps, and processes for the Lancaster Clean Water Partners, a collective impact network. This role ensures that data is effectively collected and shared with partners to inform strategy, drive continuous improvement, report on the network's progress, and engage partners in ways that achieve their organizational goals and advance the network. The coordinator will work with an outside contractor to help translate the data into messaging that is digestible and relatable for multiple audiences. This is a part time position that is a perfect opportunity for a person who loves people and using data to track progress.

Key responsibilities

Data management

- Serve as the central point for the network's data needs including collection, , and reporting.
- Negotiate and draft data-sharing agreements with partner organizations.
- Develop and manage data collection and management systems to track progress on shared measures.
- Ensure data quality and integrity across the collaborative.
- Organize and manage data-related files for internal and external access.

Reporting and evaluation

- Support the creation of regular data reports, including baseline, annual results, and other ad-hoc reports.
- Collaborate with staff and partners to evaluate and analyze data and use it to improve programs and strategy.

- Launch and maintain an external-facing partner data and Common Agenda implementation reporting tool for the network.
- Maintain and improve internal and external data quality and standards
- Support year-end reporting, impact reports, and funding requirements in partnership with the Communications Coordinator.
- Participate in grant reporting and writing.

Partner support and communication

- Develop and implement strategies to attract new partners and ensure current partners remain engaged.
- Work closely with partner organisations to increase their engagement with each other, tracking the growth of the network over time via the network mapping tool.
- Assist partners with data requests and help them use the Common Agenda implementation plan and its results for their own continuous improvement.
- Communicate data findings clearly to a variety of internal and external stakeholders via presentations and reports, for use in forums, workshops, and other communications.
- Support the coordination and execution of data-related meetings and training workshops for partners (using outside support as needed)
- Work with outside contractors to help achieve network data goals.

Required skills and qualifications

- Experience: Relevant experience in data collection, customer service, or partner coordination, preferably within a non-profit, community-based, or collective impact group.
- Data proficiency: Strong skills in using data collection and analysis tools, such as Microsoft Office products and the Google Suite, database software, and data visualization applications such as SumApp/Kumu.
- Communication: Excellent written and verbal communication skills, with the ability to convey information to diverse audiences.
- Collaboration: Is a strong self-starter with interpersonal skills to build and maintain relationships with multiple partners and work cross-functionally.
- Project management: Ability to manage multiple projects concurrently, work under pressure, and meet deadlines.
- Problem-solving: Adapts to change and finding effective data-driven solutions.

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Our job descriptions are guidelines, not hard and fast rules. Your experience, which may include paid and unpaid experience, including volunteer work, helps build the competencies and knowledge that translates to success in a position. We value a diversity of experience and skills combined with passion as they are key to innovation and a culture of excellence. We encourage people from all backgrounds to apply.

Applications

Applications are due September 19th. **Candidates should submit a cover letter and resume to agibson@lancastercleanwaterpartners.com.**

Compensation

This is a part-time position expected to work 20-25 hours per week. The person will be remote but regularly interact with the team members who are physically located in the Lancaster County Conservation District office at the Farm and Home Center in Lancaster, PA. The position is grant-funded but the organization will work to support it beyond the life of the current grant. Payment is \$30-\$32 per hour.

The Partners offer competitive compensation and benefits as well as a fun-loving team and flexible work environment. Diverse candidates are encouraged to apply. The Lancaster Clean Water Partners and the Lancaster County Conservation District are proud to be an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Organizational Overview

Through a collaborative arrangement for efficient operations and network support, the Lancaster Clean Water Partners has a service agreement with the Lancaster County Conservation District for employment and operations. The person filling this position will be an employee of the Lancaster County Conservation District for HR, payroll, and other services, but will focus completely on the work of the Lancaster Clean Water Partners.