



NASHVILLE INTERNATIONAL  
*Center for Empowerment*

### **Health Education Data Specialist**

Nashville International Center for Empowerment (NICE), established in 2005, is a nonprofit 501(c)(3) community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come. Health disparities among refugee and immigrant populations are large, persistent, and increasing. NICE's Health Education program supports refugee and immigrant families to achieve optimal health and help navigate pathways to reach their wellness goals. NICE focuses on a wide range of public health issues including food security and nutrition, health insurance, maternal and child health, and how to navigate healthcare in the U.S. Our program aims to improve health outcomes by providing educational services directly to low-income refugee and immigrant families by bridging the gap between healthcare and community support services.

In this role, the primary responsibilities are overseeing the development of new databases, monitoring database performance, interpreting raw data and turning it into usable feedback and applications. Other responsibilities will include bringing data across various systems into streamlined reports and developing the capacity of our teams to utilize the data. Making sure confidential information is secure and available to those who need it is also a top priority.

The Health Education Data Specialist reports to the Health Education Program Manager. This is a 40-hour, full-time position.

#### **General Responsibilities:**

- Oversee the entire conversion process, verifying the validity of the information, designing storage platforms, and training staff on document retrieval procedures
- Present to and engage with various stakeholders (i.e., both written and verbal)
- Support others at varying levels of data literacy, to optimize data tracking methods and understand data to support decision-making and fulfill program needs and objectives
- Develop and implement data management policies and programs
- Build report and/or dashboards in Microsoft Excel
- Support survey design and various data collection methods
- Analyze and interpret results from datasets with varying structures and levels in Microsoft Excel, RedCap, and Apricot
- Design quality improvement projects through planning, implementation, and monitoring
- Work with teams to ensure data quality of metrics with program and organizational needs and objectives



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- Use and visualize data to proactively identify program and/or data quality issues, develop programmatic solutions, and implement those solutions
- Maintain (i.e., export, clean, analyze and update) monitoring reports
- Support teams with data management, data cleaning, data analysis, and data visualization in order to carry out day-to-day monitoring and evaluation
- Support training and capacity building efforts across the organization's health programming
- Support evaluation efforts, particularly with developing data analysis plans, conducting analysis and providing interpretation and recommendations
- Support development, administration, and data entry from surveys, as needed
- Write data summaries, including interpretation and/or recommendations
- Participate in team meetings and other duties as assigned

**Requirements:**

- Strong written and oral communication skills
- Fluency with Microsoft Excel
- Fluency conducting data analysis using Microsoft Excel, RedCap, and Apricot (preferred, but not required)
- Experience visualizing and communicating data so that it is easily understood by a variety of stakeholders
- Experience telling stories with data, in written and/or oral communication
- Experience using data to identify issues and develop recommendations
- Experience effectively collaborating with people of different backgrounds

**Salary & Benefits:**

- **Job Type:** Full-time
- **Salary Range:** \$40,000-\$42,000
- **Benefits:** Paid holidays, vacation and PTO, health insurance, dental, vision, and 401(k)



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**To Apply:**

Send a cover letter, resume, and two professional references to [careers@empowernashville.org](mailto:careers@empowernashville.org). Applications without the requested information will not be considered. Qualified candidates will be contacted for an interview. No calls or emails.

**APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.**

*Nashville International Center for Empowerment does not and shall not discriminate on the basis of race, ethnicity, color, religion (creed), gender, gender identity/expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, and vendors.*