

Job Title	Analyst, Early Childhood Initiatives
Employer/ Agency	Harris County
Job Description	<p>The Analyst, Early Childhood Initiatives provides support to ensure Harris County's early childhood work is completed in a high-quality manner. The Analyst, Early Childhood Initiatives provides support to develop reports, track partner progress, and contributes to development of the strategies to support young children and families in the county.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> - Track execution of the county's early childhood initiatives, such as information about partners, purchasing processes, and key performance metrics - Designs and implements processes and protocols for the early childhood initiative team - Prepares necessary documentation for key processes, such as Commissioner's Court, purchasing, and contracting - Coordinates working groups and other stakeholder processes - Serves as liaison with partners to ensure that external and internal stakeholders have the information and support necessary - Gathers, analyzes, and validates information and data from various sources including, but not limited to, department databases, research studies on family/early childhood programs, or relevant government codes and prepares comprehensive written reports, presentations, charts and/or other communications regarding the county's early childhood work. - Attends and participates in all mandated trainings, work groups, and staff development/training activities to enhance skills and develop professional knowledge. - Attends Commissioners Court meetings, relevant committee meetings (ad hoc or standing), and stakeholder meetings, as directed
Qualifications	<p>Possession of a Bachelor's Degree from an accredited college or university <u>and</u> Two (2)+ years of progressively responsible experience in early childhood development, delivery, monitoring, or evaluation of community programs which <u>must include at least</u></p> <p>One (1) year of experience gathering, analyzing, and validating information and data from various sources including but not limited to, department databases, research studies on family/early childhood programs or relevant government codes within early childhood development services, education, or related fields</p> <p>Excellent written and verbal communication skills</p> <p>Experience in project management or administration</p> <p>Proficiency in Microsoft Office programs, including Word, PowerPoint, Excel, and Outlook</p>
Salary/Hours	Regular Full-Time Monday - Friday, 8:00 a.m. - 5:00 p.m. Some weekend or evening work required
Address	1310 Prairie Street, Ste. 240
City, State, Zip	Houston, TX 77002
Application Method	To view your detailed application status, please log-in to your on-line profile by visiting: https://www.governmentjobs.com/careers/harriscountytx
Opening Date	Immediately