



PRIZMAH

Center for Jewish Day Schools

Position: Data Coordinator

Status: Part-time, up to 15 hours a week

Reports to: Director, Knowledge, Research and Data

Department: Knowledge Center

Location: Remote

Date: September 2024 – June 30, 2025

ABOUT PRIZMAH

Prizmah: Center for Jewish Day Schools is the network for Jewish day schools across North America. We partner with day schools, yeshivas, philanthropists, and communities from all denominations, helping them grow their reach and impact and tackle the challenges on their paths to success.

Educating our children is the most important investment we can make in their future. Jewish day schools inspire and nurture young people, prepare them for remarkable and meaningful lives, and enable them to thrive.

Prizmah enhances the ability of schools to excel. Prizmah is building networks for schools and their supporters to connect, learn, and drive impact — deepening talent by investing in professional and lay leaders; catalyzing resources to generate funding for schools to flourish; and accelerating educational innovation, to foster teaching and learning opportunities that empower students.

At Prizmah, we see what is possible for Jewish day schools, and we're passionate about making that vision a reality.

POSITION SUMMARY

Prizmah: Center for Jewish Day Schools' Knowledge Center develops research that supports school leaders by providing them with data to make data-driven decisions, conducts landscape research for the field of Jewish day schools and measures Prizmah's impact. The data coordinator will be responsible for supporting the Knowledge Center's data management needs including Prizmah's annual finance and operations benchmarking project.

CORE RESPONSIBILITIES

- Develop and implement data management practices to ensure data integrity, quality, and accurate reporting.
- Organize and clean Excel data to prepare for analysis.
- Enter data from spreadsheets into a database with high accuracy.

- Track and report on data completion fields to ensure data integrity.
- Support in the cleaning and management of large datasets.
- Manage datasets for uploading into Qualtrics and other data platforms.
- Download, analyze, and create reports from various data sources.
- Provide insights and recommendations based on data analysis.
- Assist in tracking and reporting on trends within Jewish day schools.
- Support the reporting of engagement and impact metrics.
- Coordinate with other departments.
- Perform other administrative tasks as needed to support data operations.
- Ability to set consistent dedicated working hours.

EXPERIENCE AND QUALIFICATIONS

- Intermediate + proficiency in excel.
- Experience handling datasets in excel.
- Strong organizational and data cleaning skills.
- Quick learner of new computer programs.
- Experience working with datasets.
- Knowledge and/or experience with Jewish day schools and yeshivas is a plus but not required.
- Self-starter with a strong work ethic and attention to detail.
- Ability to work in a remote environment.
- Strong proactive communication to move projects forward.
- Interpersonal and organizational skills.

WHAT WE OFFER

- Early close on Fridays for Shabbat and on the Erev (eve) of other Jewish holidays. Closed for Jewish Holidays.
- Flexible hours.
- Competitive hourly compensation in the range of \$25-\$28/hour up to 15 hours a week.

Prizmah is an equal opportunity employer and encourages applications from all individuals. We value and are committed to advancing diversity, equity, perspective, inclusion, justice, and experience brought by people from all backgrounds. We strive for our team to reflect the diverse community we serve. Prizmah provides equal employment opportunities to all applicants and employees without regard to race, color, sex, pregnancy, veteran status, marital status, age, national origin or ancestry, citizenship, physical ability, sexual orientation, gender identity or expression, neurodiversity, any other consideration made unlawful by applicable federal, state, or local laws. In addition, the organization affirmatively seeks to advance the principles of equal employment opportunity as it applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.

To apply, please send a cover letter and resume to employment@prizmah.org. Please include the job title, **Data Coordinator** in the subject line.