

Senior Data Analyst/Data Analyst

Full-Time, Hybrid

Summary

The Child Health and Development Institute (CHDI) is seeking a **Data Analyst** or **Senior Data Analyst** to work on projects related to prevention-focused evidence-based practices in youth substance use and mental health. This position will be primarily responsible for receiving, cleaning, managing, analyzing, and reporting data to support projects in youth substance use and mental health. Responsibilities will also include working closely with community-based providers (e.g., local health districts and departments), schools, and other initiative partners and subcontractors (e.g., project evaluator); supporting trainers with coordination of training plans and materials; supporting training coordination and quality assurance activities; ensuring communication between project staff, trainers, and partners receive training/technical assistance, and providing other technical assistance and support as needed.

The hired applicant will have significant experience in public health and epidemiology, and be proficient in database management, data analysis, and reporting at federal, state, and local levels. The individual selected for this position will work on grant- and contract-funded projects at CHDI. *Candidates may be considered for the Senior Data Analyst position if they have five or more years of experience in directly related work including lead development of large-scale data projects, project management, and staff supervision.*

Required Education and Skills

- Master's degree in public health in epidemiology and at least three (3) years of post-degree experience in epidemiology, biostatistics, psychology, youth development, or a closely related field.
- Intermediate to high levels of experience in receiving, cleaning, organizing, and merging large data sets using SPSS/Stata, Excel, and Power BI.
- A high degree of proficiency with database management, data analysis and statistics, including hands-on experience modifying and maintaining syntax, formulas, and scripts.

- Experience identifying data trends and writing reports that present data and describe findings.
- Excellent interpersonal, communication, and project and time management skills
- Experience creating and managing large data systems used to collect provider-level data.

Additional skills and experience that are preferred, but not required, include: doctoral degree; supervisory experience; managing and maintaining online database systems; experience with online survey tools (e.g., Alchemer, Qualtrics, Vertex AI Studio); Machine Learning (ML)/Large Language Models (LLMs); QGIS/mapping; evaluation methods; quality improvement methods; program implementation; advanced statistical analysis; evidence-based practices and training; research methodology; and knowledge of and/or lived experience with youth substance use and health prevention.

Specific responsibilities will likely include:

- Create/collect/manage large datasets, and prepare data for analysis and reporting (e.g., identify missing data, identify and correct data entry errors, merge datasets).
- Develop and manipulate datasets (e.g., create and use formulas/algorithms and calculations, develop and update scripts/syntax, merge across datasets), analyze data and identify trends using statistical and data visualization software (e.g., SPSS/Stata, Excel, Power BI).
- Coordinate with community-based providers for technical assistance, such as answering questions and ensuring accurate and timely data entry.
- Create and manage data systems used to collect provider-level data, including working with data system developers at the state and federal level.
- Produce reports on one or more grant- or contract-funded projects in youth substance use and mental health that include professional-quality tables, graphs, and figures and written interpretation of findings.
- Respond to ad hoc data analysis requests both internally and from other stakeholders, and translate findings into actionable steps or recommendations.
- Provide or support the delivery of feedback to health care providers, school staff, and other state and community partners to support quality improvement processes.
- Communicate findings, in written and verbal formats, to internal and external stakeholders, which may include conducting data presentations to a variety of audiences as well as opportunities to co-author CHDI and/or peer-reviewed publications.

- Attend or lead internal and external team meetings to update teams on progress toward deliverables.
- Collaborate with teams to translate findings into quality improvement and evaluation activities.
- Other duties as assigned.

Compensation

This is a full-time position with a salary range of **\$62,000-68,000** for Data Analyst and **\$72,000-78,000** for Senior Data Analyst. Compensation will be determined based on candidate qualifications and includes a generous benefits package: 403b with employer contribution up to 10%, generous cost sharing of 85% of medical/dental insurance premiums including dependents, life insurance, long-term disability coverage, several ancillary/voluntary benefit plans, 9 paid holidays, up to 22 paid time off days, and paid sick time.

About Us

The Child Health and Development Institute (CHDI) is an independent, nonprofit organization located in Farmington, CT. CHDI is dedicated to improving the behavioral health and well-being of children in Connecticut and beyond by providing policymakers, providers, educators, and partners with a bridge to better and more equitable systems, practices, and policies. Our core initiative areas include system development and integration, evidence-based and best practice treatment dissemination, comprehensive school mental health, and data analysis & quality improvement. Primary strategic work activities include project coordination and management, data analysis, evaluation, quality improvement, research, consultation, training, technical assistance, and policy/system advocacy.

CHDI's core values of anti-racism, respect, accountability, collaboration, and equitable action have been intentionally and collaboratively designed to reflect the culture we strive to embody and the ways that we approach our work. We aspire to uphold these values to function as change agents who transform our organization, as well as the systems, practices, and policies that promote and support the behavioral health and well-being of children.

CHDI is an equal opportunity employer. It's our policy to provide equal opportunity to qualified individuals, at all levels of employment, regardless of race, color, religious creed, age, sex, gender identity or expression, marital or civil union status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, military service, veteran status, pregnancy, genetic information, or sexual orientation. This commitment to equal opportunity applies to decisions related to all aspects of employment.

In 2022, 2023, 2024, and 2025, CHDI was named one of the **Best Places to Work in Connecticut** by the Hartford Business Journal. **We are currently operating in a flexible, hybrid work environment with the expectation that employees work from our Farmington, CT office at least one day per week.** Therefore, candidates should reside within a commutable distance of Farmington.

How to Apply

To apply, click the "apply" button from this post or copy & paste the following URL:

<https://childhealthanddevelopmentinstituteofconnecticut.applytojob.com/apply/Xe1x8yncmz/Senior-Data-AnalystData-Analyst>

Please upload (1) a Detailed cover letter of interest, and (2) a resume/Curriculum Vitae.

NOTE: The job application form may limit you to one document upload. You may either copy & paste your cover letter into the text field provided and upload your resume/CV, or combine your cover letter and resume/CV into a single PDF or Word document before uploading.

Applications will be reviewed on a rolling basis until the position is filled. The position is contingent upon continued funding.

To view all current openings and learn more about working at CHDI, please visit www.chdi.org/careers.

Please note: CHDI requires applicants to have current legal authorization to work in the United States and is unable to sponsor applicants for work visas. The successful candidate's employment is contingent upon the successful completion of a pre-employment criminal background check.