

Position Description

Position Title	Independent Contractor
Reports To	Senior Manager
Department	Programs and Partnerships
Hours/Rate	40 to 60 hours per month/\$35.00 per hour

POSITION SUMMARY

Kidsdata is a program of the Lucile Packard Foundation for Children's Health. Reporting to the Senior Manager of Data and Research, the Independent Contractor will assist in ensuring the quality and rigor of data provided by Foundation staff on its kidsdata.org website. S/he will play an important role in helping to ensure integrity of kidsdata.org.

This is a contract position. The contract is through August 2019 with option to renew. Preferred candidates will be available long-term. We are located in Palo Alto, CA but the position is remote.

GENERAL POSITION DUTIES AND RESPONSIBILITIES

- Perform quality control checks of data
- Edit indicators and prepare them for kidsdata.org
- Assist with identifying and testing fixes for data issues
- Work in the back-end of the site to ensure structure of data adheres to Kidsdata standards
- Assist in updating narratives including summarizing how children are faring in California and updating links to additional resources
- Document work and track progress to maintain data flow
- Communicate with data manager regularly on work assignments
- Perform other data-related tasks as assigned

SKILLS, EXPERIENCE AND JOB RELATED REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required:

- 2+ years' experience working with data
- Impeccable attention to detail
- Demonstrated ability to produce error free work when performing a variety of functions such as text editing, data entry, file management, and calculations
- Demonstrated ability to exercise good judgment and exceptional integrity
- Demonstrated initiative and the ability to work independently
- Proficiency in Excel
- A genuine interest in improving health and well-being of children

Preferred:

- Experience working in the back-end of a website
- Experience critically analyzing data and research
- Knowledge about children's health and well-being in California

HOW TO APPLY

Please submit resume and cover letter to Lori Turk-Bicakci at lori.turk@lpfch.org with subject heading, "Kidsdata Contractor." In your cover letter, please answer the following questions:

1. Why are you interested in Kidsdata?
2. What do you enjoy about working with data?
3. How do you ensure accuracy in your work?

The Lucile Packard Foundation for Children's Health is an equal opportunity employer. Women, minorities, veterans and persons with disabilities are encouraged to apply.