



ALL ALASKA
PEDIATRIC
PARTNERSHIP

All Alaska Pediatric Partnership Data Coordinator

Principal Responsibilities: The Data Coordinator (DC) will work with the Data Program Manager to advance All Alaska Pediatric Partnership's (A2P2) mission and strategic goals through the use of data and policy advocacy. The Data Coordinator will collaborate with the team to develop and implement A2P2's advocacy and policy priorities on the local, state and federal level through the strategic use of data, communication with stakeholders, policy and data tracking, and will coordinate and facilitate A2P2's advocacy coalition activities.

POSITION DETAILS

Reports to: Data Program Manager

Supports: Executive Director, Director of Programs, Director of Administration & Finance, Data Program Manager, Help Me Grow Alaska (HMG-AK) Program Manager, Partnerships Lead

Supervises: N/A

Location: Anchorage office (Hybrid)

FLSA Classification: Exempt; Salary, Full-Time

Compensation: \$65,000 – \$70,000

Benefits: Competitive benefits program includes: Medical, Dental, Vision, HSA, Life and AD&D Insurance, generous PTO plan and 11 paid holidays, 403(b) retirement plan and employee assistance program.

Closing Date: Open until filled. First review of applications on March 23, 2026. **Only applications with both a resume and cover letter will be reviewed.**

RESPONSIBILITIES

Data Coordination Responsibilities:

1. Support the Data Program Manager in demonstrating A2P2's impact through the use and visualization of data and its integration into the organization's communications and storytelling. Participate in the creation of reports, scans, white papers and talking points on topics and policies affecting pediatric health in Alaska. In collaboration with A2P2 staff and external partners, help integrate data to increase understanding of key issues, inform decision making, advocate for change and further the organization's mission through data and education.
2. Support the Data Program Manager in creating and distributing accessible data reports, dashboards and other data requests in the format, and at the level and detail required by external stakeholders.
3. Use software applications, such as Microsoft Word, Excel spreadsheets, relational databases, and graphic packages to assemble, manipulate and/or format data and reports, including data visualization and interpretation.
4. Provide first-line support to A2P2 staff on questions about the internal Salesforce database and triage needs to be handled internally or supported by external database support contractor(s).
5. Coordinate communication and logistics with database support contractors, including facilitating communication between teams and monitoring the progress of emergent needs and ongoing projects.
6. Support the Data Program Manager in documenting data-related processes, ensuring processes are implemented consistently across A2P2's programs. This includes creation and maintenance of a data

dictionary, standardized CQI and quarterly data cleaning processes, standardized report usage and consistent adherence to program-specific reporting requirements.

7. Coordinate with the Administration team to configure and run reports that support grant and contract-related reporting for new and existing funding sources.
8. Support the Data Program Manager with training of all A2P2 program staff on the appropriate use of internal data.
9. Collaborate with A2P2 program areas and organization leadership on data needs for special projects.

ORGANIZATIONAL STANDARDS

1. We are guided by our mission: Transform systems of care and increase equitable access to health care and related services to ensure all Alaska’s children reach their full potential.
2. Our mission can be fulfilled only through successful partnership with communities and service providers statewide. We are individually responsible for supporting these collaborative and cooperative relationships.
3. We value systems and procedures and understand the importance of utilizing current procedures consistently so they may be accurately evaluated and continually improved.
4. We are continually improving, seeking innovative ways to achieve our purpose while understanding that the best evolution of systems and processes is iterative and based on data and experience.
5. We are data driven; capturing information, tracking activities, reporting and analyzing data are regular recurring activities.
6. We are Alaska focused – fulfilling our purpose is a statewide effort with a sense of community “close to home.”
7. All client materials and information will be held as *strictly confidential* and will be appropriately secured.
8. Employees are encouraged to recommend ideas for the vision of the organization, innovations and improvements within their department and position that are consistent with our core purpose.

EDUCATION AND EXPERIENCE:

- Bachelor’s degree in Public Health, Data Analytics, Education, Public Policy, Social Work, Public Administration, Health Care Administration, Business, Social Sciences, Communications, or other relevant fields.
- A minimum of two years’ experience in public health, data analysis or coordination, public policy, communications, and/or program coordination, preferably in a health, social services or policy related field.
- Proficient in Microsoft Word and Excel, Virtual Meeting & Collaboration Platforms, CRM systems and data visualization with the demonstrated ability to learn new software applications.

PREFERRED BUT NOT REQUIRED:

We recognize an ideal candidate may not possess all the experience and knowledge listed in this description. The following are areas in which experience is preferred but not required:

- Experience working with diverse communities and demonstrated competency working towards equity and inclusion.
- Experience and working knowledge of Salesforce or similar CRM systems.
- Understanding of pediatric health and protective factors.
- Understanding of Alaska’s landscape of services for children and their families.

SKILLS, KNOWLEDGE AND ABILITIES

- Strong motivation and initiation skills and ability to work both independently and as part of a team.
- Excellent communication and interpersonal skills, both written and verbal, and the ability to effectively present information and respond to questions from all levels and sources.
- Ability to work with diverse groups of individuals across sectors to effectively share the organization's messaging.
- Strong organizational skills.
- Analytical and problem-solving abilities, including working with large and complex data sets.
- Demonstrated personal and interpersonal qualities that support the mission and core values of the organization.
- Ability to use computer programs and data systems to accomplish tasks, manage schedules, and organize multiple and complex program components.

NOTES

Travel: Travel in and out of state may be required. Some travel to rural locations may occur in small aircraft.

Nature of Employment: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. All Alaska Pediatric Partnership is an at-will employer.

Equal Opportunity: The All Alaska Pediatric Partnership is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.

HOW TO APPLY

Qualified applicants may send both a cover letter and resume to employment@a2p2.org. The position is open until filled; first review of applications will take place on March 23, 2026. Applications submitted without an originally written cover letter will not be considered.