



## **Data Governance Coordinator**

Do you like to help create solutions to complex problems? Do you thrive in a busy environment where you learn something new every day? Do you excel at translating technical information for use by non-technical teams? Do you hope to make a difference in the lives of children, students and families in the District of Columbia?

The data governance coordinator will join a talented team of three (one director and two specialists) that is creating and implementing a bold, new agency-wide data governance initiative and safeguarding the privacy of 98,000+ students in over 260 schools. This position will take on significant leadership for the data governance initiative, implementing strategies across the agency with support of the team and its director, division leadership, and staff across the agency.

The role will:

### **Lead cross-agency work to ensure programmatic clarity**

- Support the work of the agency-wide Data Governance Committee and collaborate across the agency to design and implement key components of a comprehensive data governance program
- Facilitate agency-wide training and technical assistance on data governance topics, revising existing content and creating new content, as needed
- Define roles and responsibilities related to data governance across the agency and ensure clear accountability for stewardship of OSSE's data assets
- Draft, design implementation of, and identify success metrics for needed data policies and procedures, such as data stewardship, data use, data quality, data protection, and data destruction
- Support the data sharing agreement process with internal and external stakeholders, and coordinate with the teams responsible for processing and fulfilling data requests

### **Contribute to Setting a Strategic Vision for the Team**

- Contribute to setting the direction for a critical function with city-wide impact
- Analyze agency data governance and privacy challenges to needed change and streamline work
- Help develop a small, motivated team

Key qualifications:

- Strong project and process management experience, including leading and managing change
- Excellent written and verbal communication skills; ability to communicate clearly with internal and external audiences, translating policies and procedures into plain language
- Adaptability and resilience; ability to remain calm, focused, and optimistic when stakes are high and information is incomplete, imperfect or ambiguous
- Record of successful coordination across internal teams
- Ability to produce high-quality results with limited resources and efficiency

Interested applicants should submit resumes to [OSSE.Talent@dc.gov](mailto:OSSE.Talent@dc.gov).