

## **Data and Performance Management Specialist**

Middle Georgia Regional Commission is seeking to fill the position of Data and Performance Management Specialist. A Data and Performance Management Specialist is responsible for serving as the primary point-of-contact and expert for programmatic and systematic issues related to data entry in regards to regional and/or state data entry requirements, managing the day-to-day workforce program data and performance measures accountability, monitoring reports in Georgia Work Ready Online Participant Portal, assisting provider staff with correcting issues, and providing technical assistance to workforce staff and subrecipients related Georgia Work Ready Online Participant Portal. This position requires a talented individual who can engage collaboratively with local governments in a professional, resourceful, trustworthy, accountable, efficient, and innovative manner.

Qualified applicants should, at a minimum, have a bachelor's degree in Human Services, Public Administration, Planning or related field from an accredited college, with 1-2 years of experience in computer operations or related experience and/or training, or an equivalent combination of education and experience. Previous experience with the Workforce Investment Act or Workforce Innovation and Opportunity Act is a plus.

The ideal candidate will be a team-oriented individual who can engage effectively with coworkers and community members in the process of providing quality customer service. Candidates should possess a strong vision and desire for facilitating positive change that moves the region forward. A candidate must be able to address challenges with enthusiasm and positive energy that demonstrates a love for the work of growing and improving communities.

Middle Georgia Regional Commission provides services to 11 counties and 20 cities in Middle Georgia through its office located in Macon, Georgia. These services are driven by the regional vision: A thriving Middle Georgia with economic prosperity, exceptional education, and a high quality of life for every Middle Georgian.

Interested persons should submit a cover letter, resume, and three references to the address below:

Middle Georgia Regional Commission  
Attention: Jen Doran  
175 Emery Highway  
Suite C  
Macon, GA 31217

or by e-mail to [jdoran@mg-rc.org](mailto:jdoran@mg-rc.org).

Applications will be accepted for this position until filled. Candidates for the position will be subject to a criminal background check, motor vehicle license verification, pre-employment drug screening and skills assessment.

Middle Georgia Regional Commission is an equal employment opportunity employer.