



---

**Job Title:** Information Management Support Specialist  
**Reports To:** Project Manager  
**Location:** Chicago, IL  
**Position Type:** Full-time (40 hrs/week)  
**Requisition ID:** BCT201022  
**Posting Date:** February 15, 2017

**Position Summary:**

BCT Partners is a national, multi-disciplinary consulting firm that delivers a full range of management consulting and information technology services. We combine subject matter expertise with industry experience to help public, private, and nonprofit organizations achieve lasting results. Our mission is to partner with our clients to identify their most critical challenges, offer expert advice, and deliver real-world solutions that transform business and society. BCT is a minority-owned and operated small disadvantaged business enterprise and one of the leading firms in the country with expertise in the following markets: public sector (federal/state/local), health, pharmaceuticals and life sciences, education, community and social innovation, financial services and insurance, and energy.

The US Department of Health & Human Services (HHS) and the Office of Head Start (OHS) provide programmatic and financial support for its Head Start and Early Head Start Programs. Head Start and Early Head Start are comprehensive child development programs, which serve children from birth to age five, pregnant women, and their families. These programs are child-focused and have the overall goal of increasing the school readiness of young children in low-income families. BCT partners is seeking an **Information Management Support Specialist** to provide data management support for various OHS and Office of Grants Management (OGM) management information systems.

**Key Responsibilities:**

- Collect, aggregate, enter and update data maintained in various databases, spreadsheets and internet-based applications.
- Conduct both basic and complex data analysis to produce management information reports, written analytical reports and documents based on data analysis.
- Produce standardized document templates, mail merge files and other correspondence, and prepare and disseminate both individual and mass correspondence for distribution to grantees.
- Develop plans and reports and maintain official records.
- Conduct analysis and make recommendations to improve the overall effectiveness and efficiency of Regional Office operations including quality assurance processes and modifications to improve the effectiveness of Regional Office internal work processes.
- Assist in collecting, aggregating, and analyzing various organizational, management, program and financial characteristic and performance data at individual grantee, State and Regional levels.
- Design and produce various management information reports and generate reports on a periodic, cyclical or ad hoc basis as requested by the Regional Office.
- Conduct comprehensive analyses of specified business or records management processes and systems including specific recommendations for improvements in effectiveness and timeliness of these processes
- Engage in special projects requiring workflow analysis, data aggregation and integration, and quality assurance.



---

---

**Skills, Knowledge, and Experience Required:**

A successful candidate should have:

- **A minimum of a BS degree from an accredited university or college, in a field directly related to the task activities.**
- **Two years of relevant post-baccalaureate professional experience directly related to the task activities.**
- Demonstrated proficiency in utilizing a variety of web-based and commercial off the shelf data management software packages.
- Ability to aggregate, analyze and present data gathered from multiple sources.
- Demonstrated ability to communicate clearly, both orally and in writing, and produce high quality written products such as memoranda, presentations and correspondence.
- Ability to use existing data systems to monitor various data related to the OHS monitoring review process. This data includes, but is not limited to, monitoring review schedules, regulatory deficiencies and areas of noncompliance, timelines for submission of quality improvement plans, timelines for corrective actions and status of grantee corrective actions.
- Design and produce various management information reports on a periodic, cyclical or ad hoc basis as requested by the Regional Office.
- Ability to obtain a security clearance (Level 1).

**Additional Qualifications:**

- Experience with the information technology applications and systems.
- Experience in a nonprofit, federal discretionary grants management, or government-consulting environment.
- Ability to function as a professional team player.
- Ability to be flexible and adaptable in completing required tasks.
- Ability to pay strict attention to detail.
- Possession of excellent organizational, client management, and analytical skills.

---

---

**How to apply:**

Interested candidates should submit their resumes, three professional references, and a cover letter to <http://www.bctpartners.com/careers/opportunities/job-posting/> and include the Title and Requisition ID # 201022 in the subject line of your email.