

Program Data Coordinator 30-60-90-day plan

Steph Turner, prospect Program and Data Coordinator, ready to start on day one.

Each item to be revised with supervisor and stakeholder input.

First 30 days – Listen, learn, and map systems

Focus: Understand Rootead’s culture, programs, and existing data practices, while building trust across the “reclaim the village” ecosystem.

1. **Meet with supervisor** and key staff for onboarding, to clarify success metrics, reporting deadlines, and expectations for the Program and Data Coordinator role, including any funder-driven outcomes and timelines.
2. **Collaborate with staff** currently handling program and data duties, discovering priority items and how best for them to hand these duties off to me in a manner aligned with Rootead’s values.
3. **Shadow program staff** at groups, classes, and circles (especially any indigenous-informed or healing-circles-type spaces) to understand beneficiary journeys, trust dynamics, and where simple data touchpoints can be added to measure and reinforce Rootead’s reclaim-the-village mission.
4. **Clarify policies** around consent, confidentiality, and cultural competence data collection, ensuring my counseling-based discretion and ethical practices are aligned with Rootead’s standards, all through an equity-focused and trauma-informed lens.
5. **Learn about current** program evaluation practices, logic models, funder priorities, underserved gaps, CRM software and expectations, and any lingering problems to address.
6. **Review current practices** for existing grant agreements, required reports, and dashboards; map each funder requirement to documentation of program activities, drawing on my prior grant reporting and outcome/impact tracking experience.
7. **Inventory current data flows:** learn how client and program information is collected, stored, protected, and reported (e.g., spreadsheets, databases, shared drives, paper forms), noting pain points around timeliness, data quality, and confidentiality.
8. **Familiarize myself with underserved gaps** within Rootead’s staff load, where I can offer to assist, much as the staff who now fill the program and data coordination gap that I am set to fill.

Deliverables by day 30

- One-page “**Current State of Program & Data**” summary (systems used, key reports, pain points, quick-win opportunities) grounded in both technical and relational observations.
- Simple **visual logic map** of one flagship program (e.g., a birthing justice or youth enrichment program), linking activities, outputs, outcomes, and impacts using my logic model and theory of change training.

Days 31–60 – Improve systems and co-create tools

Focus: Introduce light-lift improvements to data systems, and co-design tools that reflect Rootead’s indigenous, BIPOC communal holistic wellness lens.

1. **Co-develop or refine program logic models** across key programs, explicitly including culturally rooted outcomes such as belonging, healing from generational trauma, radical empathy, and village-nurturing support, drawing on my indigenous and counseling perspectives.
2. **Design or streamline data collection tools** (sign-in sheets, brief reflection forms, intake/exit questions, simple surveys) in Excel or other accessible tools, ensuring they are trauma-informed, strengths-based, and quick and self-explanatory for staff to easily use.
3. **Establish data quality routines:** standard naming conventions, periodic audits of spreadsheets or databases, and basic error checks to improve accuracy and completeness.

4. **Build or refine a simple reporting dashboard** or monthly summary (likely in Excel at first, then Power BI) that shows participation, demographics, and selected outcomes for leadership and funders, drawing from my prior impact-data and grant-reporting experience.
5. **Train staff one-on-one or in small groups** on new or improved data tools, leaning on my experience teaching Microsoft Office and my Toastmasters-honed communication skills to make data feel accessible, not intimidating.
6. **Present my “I-need” messaging platform** for *speaking truth to power* in a way incentivizing the powerful to listen and support underserved needs of vulnerable populations. Invite critique if this can support Rootead’s mission to reclaim the village of collaborative support for each other’s needs.
7. **Present my indigenous-informed wellness instruments** using Excel spreadsheets to translates my holistic wellness model (resolving needs = restoring wellness + removing pain) into data-driven improved outcomes presentable in a dashboard.

Deliverables by day 60

- Updated program data tools (forms, templates, tracking sheets) and a brief “**How We Use Data to Reclaim the Village**” guide connecting data practices to Rootead’s mission and values.
- First internal monthly **data snapshot** highlighting key trends and one or two success stories, showing how culturally grounded programming is impacting wellness and community connection.

Days 61–90 – Optimize, deepen evaluation, and support sustainability

Focus: Move from set-up to optimization, deeper evaluation, and using data to support fundraising, sustainability, and community voice.

1. **Analyze initial 2–3 months of data** (attendance, demographics, wellness indicators, qualitative feedback) to identify patterns in who is being reached, what needs are surfacing, and where program refinements could increase impact or equity.
2. **Develop short case examples** that connect resolved needs and healing experiences to reduced emotional pain, stronger family bonds, and more meaningful communal coexistence, grounded in my holistic wellness model and indigenous lens.
3. **Partner with leadership** to align data stories with funder interests, highlighting how Rootead’s village-based approach likely reduces long-term public costs (e.g., health, justice, foster care), building directly on my previous grant reporting and strategic planning work.
4. **Formalize a lightweight evaluation plan** for at least one program (goals, indicators, data sources, collection schedule, responsibilities), integrating both quantitative metrics and community-defined indicators of liberation, belonging, and healing.
5. **Co-create a simple revenue-oriented data brief** that shows how Rootead uniquely serves underserved communities (Indigenous, Black, Brown, LGBTQ+, low-income families) and why investment now supports long-term community wellness and cost savings.
6. **Explore opportunities to improve Rootead’s revenue streams**, in line with its values and practices, by offering opportunities to ob-gyns and other professionals to invest (i.e., transactionally donate) in Rootead’s demonstrated outcomes that also benefit them in some meaningful way.
7. **Draft a 6–12-month vision** for program and data coordination at Rootead: suggested system upgrades, staffing or training needs, and ways to deepen integration of indigenous wisdom and trans-inclusive practices across all programs and metrics. Invite feedback for continuous improvements.

Deliverables by day 90

- 2–3 page “**90-Day Impact & Learning**” report summarizing key data insights, participant stories, systems improvements, and recommended next steps, suitable for internal leadership and adaptation for funders.
- A living **evaluation framework** and **data calendar** that the team can realistically maintain, embedding my skills in program evaluation, logic models, and trauma-informed, culturally rooted practice into Rootead’s ongoing work.

