

# ORGANIZATIONAL SYSTEMS & INNOVATION COORDINATOR



<b>REPORTS TO:</b>	<b>CEO</b>
<b>GROUP/FLSA STATUS:</b>	<b>Exempt (Professional), Regular, Full-time, 40 hours per week during regular business hours (M-F); 260 Days</b>
<b>Salary Range:</b>	<b>\$115,000.00 – \$120,000.00</b>
<b>Revised:</b>	<b>May 2026</b>

**SUMMARY:** *(Brief description summarizing the overall purpose and objectives of the position.)*

The Organizational Systems & Innovation Coordinator will support South Central Service Cooperative’s (SCSC) mission by designing and implementing data-driven, AI-enabled systems that streamline operations, enhance services, and create new value for members. Working in close collaboration with the Director of Technical and Information Services, this position focuses on systems design, automation, and innovation – complementing SCSC’s existing IT, cybersecurity, and data governance infrastructure.

The successful candidate will bring a balance of technical expertise, creativity, and entrepreneurial drive to help SCSC optimize internal processes and build sustainable, technology-based revenue streams.

**ESSENTIAL FUNCTIONS:** *(Typical tasks but not all inclusive – major duties of the position.)*

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Systems Innovation and AI Development**

- Design and develop AI-driven or automated applications to improve data accessibility, efficiency, and member experience.
- Integrate information systems across departments to reduce redundancy and promote interoperability.
- Identify opportunities for predictive analytics, process automation, and intelligent data visualization.
- Collaborate with program and administrative teams to create tools that support operational and educational service goals.

**Data Systems Audit and Design**

- Conduct an organization-wide audit of data assets and workflows to identify inefficiencies and system gaps.
- Recommend architectural improvements or integrations that unify data systems and support decision-making.
- Work with the Director of Technical and Information Services to ensure solutions adhere to SCSC’s data governance framework and technology standards.

**Collaboration and Compliance Alignment**

- Partner closely with the Director of Technical and Information Services and the Security Officer to ensure all projects comply with FERPA, HIPAA, and related data privacy regulations.
- Adhere to SCSC’s cybersecurity protocols and participate in cross-functional discussions about data classification, access, and retention.
- Support training or internal communications related to the ethical and responsible use of AI.

**Workflow and Organizational Efficiency**

- Analyze internal workflows with staff across departments to identify areas for automation or optimization.
- Build tools or interfaces that simplify reporting, reduce duplication, and improve efficiency.
- Develop documentation and provide training to support adoption of new tools or systems.

**Innovation and Revenue Development**

- Design digital products, tools, or services that can be marketed to member districts, cities, and counties.
- Support the creation of scalable models for SCSC technology-based solutions (e.g., subscriptions, licensing, or professional services).
- Contribute to grant development, business planning, and external partnerships that fund and sustain innovation.
- Demonstrate measurable ROI through new or enhanced service lines that offset position costs.

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The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not constitute an employment agreement between SCSC and employee and is subject to change by SCSC as the needs and requirements of the position change.

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## Data-Informed Leadership and Decision Support

- Develop dashboards and analytic tools that provide actionable insights for programs and executive decision-making.
- Contribute to the establishment of performance metrics aligned to SCSC's strategic framework.
- Support the integration of analytics into the cooperative's operational and strategic planning.

## **EDUCATION:** *(Minimum level of education and experience required.)*

- Bachelor's degree in Computer Science, Data Science, Information Systems, or related field.

## **LICENSES, CERTIFICATES AND REGISTRATIONS:** *(Minimum required to perform the job.)*

- Valid Teaching License (or ability to obtain).
- Valid Driver's License.

## **KNOWLEDGE, SKILLS, EXPERIENCE, AND ABILITIES:** *(Minimum competencies for job performance.)*

- Familiarity with FERPA, HIPAA, and privacy/security standards relevant to education and government.
- Demonstrated ability to design and implement efficient, user-friendly, data-integrated solutions.
- 3-5 years' experience in programming, systems integration, or AI application development.
- Proficiency with programming languages and tools such as Python, SQL, APIs, RPA frameworks, and cloud platforms.
- Strong analytical and project management skills with the ability to collaborate across departments.
- Entrepreneurial mindset with experience in product development, marketing, or business modeling.
- Preferred experience in education, public administration, or service cooperatives.
- Knowledge of data visualization tools (e.g., Power BI, Tableau, Google Data Studio).
- Familiarity with AI and machine learning platforms.
- Background in process design or human-centered systems development.
- Understanding of accessibility, usability, and universal design principles.

## **ENVIRONMENT AND PHYSICAL DEMANDS:** *(Physical/sensory and environmental conditions.)*

This job operates in a hybrid office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

## **POSITION TYPE/EXPECTED HOURS OF WORK:** *(Minimum essential factors of daily position.)*

Hours of work are generally Monday through Friday, 8:00 a.m. to 4:00 p.m., but occasional events outside typical work hours, evening meetings and travel around region/state is expected.

## **OTHER DUTIES:** *(Potential other factors of daily position.)*

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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