



## STATEMENT ABOUT ORGANIZATION AND ITS GOALS

Being value-driven and data-informed is essential to our work of understanding the needs and inequities in our community, identifying and building on individual and community strengths, and using data to hold ourselves, our partners, and our donors accountable to the people we serve. Key to our commitment to leverage data for accountability, is a commitment to gathering critical data, as well as organizing, storing, analyzing, and making it accessible to our community.

OUR ORGANIZATION is seeking an experienced, full-time Data Analyst bring technical expertise to ensure the quality and accuracy of multiple internal and community datasets, as well as to analyze and present data in ways to help our agency and partners make better decisions. The Data Analyst will take responsibility for managing all data sets, guaranteeing all data is gathered/mined/entered, cleaned, transformed, and analyzed in a timely and secure fashion. They will troubleshoot data issues and support staff in developing reports including data visualizations. The Data Analyst will support staff and community partners in understanding the strengths and limitations of various datasets, how to understand analyses and draw conclusions from the data, and how to tell responsible stories that incorporate meaningful data.

The Data Analyst will report directly to ROLE, and collaborate closely with PROGRAM MANAGEMENT STAFF, (3) the Director of Development in helping us tell success stories, communicate impact to donors, and provide data for grant applications, and (4) our entire staff in creating dashboards (dynamic and static) and visualizations that increase understanding of community conditions. Additionally, the Data Analyst will work with evaluation, data visualization, and strategic planning consultants as needed.

## Responsibilities for Data Analyst

- Codevelop and implement procedures for effective data collection, management, and analysis.
- Provide technical expertise on data storage structures, data mining, and data cleansing, as well as continually improve data management strategies. Assess storage system performance and make recommendations for software, hardware, and data storage improvements.
- Manage master datasets, including data mining, requesting data from various sources, updating, and cleaning the data. This includes processing highly confidential data and information according to FERPA, HIPPA, agency policies, and all other applicable laws. Uphold digital security systems to protect confidential and sensitive information.
- Research and properly evaluate sources of data to determine possible limitations in reliability or usability. As well as regularly monitoring and evaluating information and data systems that could affect data interpretations.
- Develop and maintain all data directories, manuals, and protocols providing information about data sources, dates data are gathered/mined, changes in data collection or storage, any transforming of individual data points, and use of data in analyses. As needed, cocreate rules and procedures for data sharing, including sharing of confidential and sensitive information.
- Merge datasets in preparation for analyses.
- Troubleshoot databases and reports.
- Prepare technical, internal reports by analyzing, visualizing, and interpreting data.

- Support agency staff in entering data accurately, as well as training assistants and other members of the team in daily entry and use of the data.
- Help staff develop interpretative reports and data visualizations for stakeholders and the public.
- Support staff and partners on reading and interpreting reports and dashboards.

### **Qualifications for Data Analyst**

- Bachelor's degree in a human services field, mathematics, statistics, or computer science, deep knowledge of public health data, best practices in collecting and storing data, plus at least 3 years of related experience – or the equivalent.
- Strong computer skills and ability to learn and use necessary databases and software. Expert knowledge of Microsoft Excel is required. [For organizations with larger databases: Tableau Server Certified Associate or Professional preferred.]
- Ability to generate descriptive statistics. Understanding of undergraduate-level statistics.
- [For organizations with larger databases: Demonstrated experience in handling large data sets and relational databases.]
- Very fine eye for detail and understanding of the popular data analysis tools and databases.
- Ability to work on multiple projects and work toward multiple deadlines simultaneously.
- Confident in decision making and the ability to explain processes or choices as needed.
- An analytical mindset with superb communication and problem-solving skills.
- Ability to translate complex problems clearly and in nontechnical terms.
- High-level written and verbal communication skills.