Job Description

Position: Data Analysis Specialist
Department: Data Analytics

Reports to: Data Analytics Manager
Hours per week: 40

Position Type: X Employee □ Contractor □ Intern
□ Exempt X Nonexempt
X Full-time □ Part-time □ Temporary

ORGANIZATIONAL DESCRIPTION
Associated Ministries is a key agent of transformation in Pierce County, committed to function effectively as a sustainable organization, by engaging authentic interfaith relations and effective partnerships, and championing equitable moral leadership to help build a thriving community.

Racial Equity is a high priority for us. We have had a team of staff and board members working on our anti-racism and equity efforts for several years. Our mission is “working together toward lasting solutions to homelessness.” Since people of color are disproportionately likely to become homeless, we must address this as part of our mission. It is a priority of AM to lead with a racial equity lens in all our programming, including our volunteer-based programs.

Associated Ministries is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin, sex, sexual orientation, age, marital status, veteran status, or the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a disabled person.

JOB SUMMARY

The Data Analyst develops approaches and methodologies for pulling data from various databases including the Homeless Management Information System (HMIS) and document standard operating procedures to replicate the approach. The Data Analyst imports data, cleans and formats data as necessary, validates data and prepares data for accurate interpretation. The Data Analyst reviews and analyzes data extracts and presents findings in tabular or in graphical visualizations. The Data Analyst issues written reports regarding data figures in response to informational needs or contractual reporting. The Data Analyst over time develops additional knowledge and skills to a wide range of semi-complex tasks.

The Data Analyst also has a team-oriented mindset and works well with other employees to find answers through data pulling and reporting. The Data Analyst must be able to view data with an eye on equity of services and programs. A college degree and three years professional experience is preferred.

JOB DUTIES AND RESPONSIBILITIES

- Utilize data and different analytic approaches and methods to describe how various forms of racial/ethnic inequity, disparity or bias show up across practice, programs and policies.
- Using data and research to identify opportunities to create equitable outcomes.
- Interpret data, analyze results using statistical techniques and provide ongoing reports.
- Acquire data from primary or secondary data sources and maintain databases/data systems.
• Identify, analyze, and interpret trends or patterns in complex data sets.
• Filter and “clean or scrub” data by reviewing computer reports, printouts, and performance indicators to locate and correct data issues.
• Work with management to prioritize business and information needs.
• Create reports for internal teams and/or external clients.
• Attend training in computer systems.
• Collaborate with team members to collect and analyze data.
• Use graphs, infographics and other methods to visualize data.
• Define new process improvement opportunities.
• Maintains open communication and positive working relationship with staff.
• Perform other duties/projects as assigned.

REQUIRED SKILLS AND WORK EXPERIENCE
• Possess an undergraduate degree in a field like mathematics, statistics, social sciences or computer science and 3 years relevant experience (appropriate life experience will be considered).
• Working proficiency in these computer applications:
  o Microsoft Excel equivalency – Manipulation of data; transferring data; development of charts and tables
  o Microsoft Word – Entering and formatting text; inserting charts, tables, and other visuals
  o Microsoft Outlook – Using email to communicate and inform
• Ability to manage time and have good organizational skills.
• Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with a high attention to detail and accuracy.
• Ability to maintain the confidentiality of all departmental communications, documents and transactions.
• Ability to define problems, collect data, establish facts, and draw valid conclusions.
• Ability to work independently with general supervision.
• Possess strong oral and written communications skills.
• Be a positive and enthusiastic team player.

PREFERRED SKILLS OR EXPERIENCE
• Technical expertise regarding in data analytics, data models, database design development, data mining and segmentation techniques.
• Familiarity in statistics, data analysis, and research methods.
• Ability to clearly and concisely communicate technical information to non-technical Users.

COMPENSATION
Pay Range: $49,609 - $57,778
Benefits: Health insurance, SIMPLE-IRA, life and disability insurance and generous time off as detailed by Personnel Policies.

APPLICATION PROCESS
This position will remain open until filled. The first review of applications will be October 17th. Application must include a cover letter and resume addressing position requirements. Apply through Indeed or send to: Associated Ministries, 901 South 13th Street, Tacoma WA 98405. No phone inquiries, please.

Reviewed by: 

Title: 

Date: 

Approved by: 

Title: 

Date: 

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Find us on the internet at: www.associatedministries.org