



JOB ANNOUNCEMENT

Data Analyst

At Alternatives in Action (AIA) we believe young people are powerful. In our schools and community programs, we see young people striving for more voice, more connection, more ownership, and more meaningful ways to make a difference - for their own future and their communities. Because we believe in the power and promise of young people, we inspire them, support them, and create opportunities for young people to make a real difference. As our youth practice cascading leadership, take meaningful action, and build real relationships with adult allies & peers, they experience empowerment that will help them shape a secure future for themselves, their families, and their communities. Each year, we develop the leadership skills of over 1,300 youth, with thousands of additional children & families benefiting from the community-based projects created by our participants.

ROLES/RESPONSIBILITIES

The Data Analyst will have responsibilities in the following areas:

- Using data management systems (CiviCore, Powerschool) to conduct data analysis of key performance indicators
- Report design and presentation
- Supporting direct service staff to follow protocols for consistency and integrity of data collection
- Interfacing data from outside sources (Aeries, CitiSpan)
- Development and analysis of systems needed to obtain vital information or statistics
- Creation and maintenance of robust internal data repository
- Process improvement opportunities through the use of data
- Create, edit/update organization's in house documents and forms

QUALIFICATIONS

- Bachelor's degree or equivalent experience
- 3+ years of progressively responsible related work experience preferably in education
- Excellent quantitative and qualitative analysis skills including analyzing data with Civicorps or other database programs including Apricot, ETO, Cityspan, and statistical software application (Excel, Access, etc.)
- Excellent problem solving and organizational skills with acute attention to detail
- Strong verbal, written and interpersonal skills
- People of color encouraged to apply

Classification: Part-time 25 hours per week.

Compensation: \$21 to \$25 per hour depending on experience and educational level

Position Title: Data Analyst

**Benefits:****Full Time**

100% Premium Medical/Dental, 403(b) Retirement Match
Generous Holiday Calendar: Including – 1 week Thanksgiving Break, 2 week Winter Break, 1 week Spring Break (after 90 days of service); accrued vacation and set sick days

Part Time (20+ hours/week)

403(b) Retirement Match
Generous Holiday Calendar: Including – 1 week Thanksgiving Break, 2 week Winter Break, 1 week Spring Break (after 90 days of service); prorated vacation (after one year of service) and set sick days.

For more information about Alternatives in Action, please visit our website www.alternativesinaction.org

To apply please send your resume and cover letter with the position title in the subject line by email to: hr@alternativesinaction.org attention Human Resources.

Thank you for applying. Due to the volume of candidates, we will be unable to contact each candidate individually. If you are being considered for the position, you will be contacted. We are unable to accept phone calls or walk-ins. Alternatives in Action is an equal opportunity employer.

NON-DISCRIMINATION POLICY: ALTERNATIVES IN ACTION DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION OR RELIGION.