

## Action for Children



### Data Analyst

Action for Children (AFC), central Ohio's Child Care Resource and Referral agency, has an immediate opening for a Data Analyst. AFC has made significant investments in technology to advance our mission and is looking for a motivated individual to join our team. An ideal candidate brings skills in data and analytics and a desire to use data to best deliver value to stakeholders both internal and external.

#### Essential Duties and Responsibilities

- Collect, process, organize and maintain reliable data from multiple platforms (internal & external) related to program initiatives
- Produce regular monthly reports, ad-hoc reports and other routine data requests in support of agency reporting requirements from funders
- Manage and produce monthly reporting of performance metrics working with program staff to ensure deadlines are met
- Synthesize complex data and communicate the results, insights, and implications of analyses succinctly
- Continually identify areas for improvement within existing reports, data structure, and processes to find new and innovative ways to make workflow more efficient and accurate
- Contribute to grant proposal development efforts by providing data and analysis as called for by the grant opportunity
- Be administrator of agency-wide data management system
- Create and manage regular surveys to clients and synthesize results

#### Minimum Qualifications

- Bachelor's degree in Data Science, Statistics, Social Science, Educational Policy, or related field
- Demonstrated experience in data reporting systems, data evaluation and process improvement
- Knowledge of data analytics and statistical principles
- Experience with survey design and/or focus groups
- Proficient in use of Microsoft Office Suite, including Outlook for email and calendar management
- Demonstrated intermediate-advanced proficiency with Excel
- Attention to detail and commitment to accuracy
- Customer Service skills – working with internal and external customers
- Excellent listening, verbal and written communication skills, including ability to present information to small and large groups
- Ability to work a flexible schedule based on work demands

#### Preferred

- Familiarity with Tableau, Alteryx
- Experience with data visualization

- General knowledge of relational databases
- Non-profit work experience highly desirable

### How to Apply

No phone calls please. Action for Children is an equal opportunity employer. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.

\*\*Action for Children has adopted a mandatory COVID-19 vaccination policy for all current and future employees focused on safeguarding the health and safety of our employees and their families; our customers and visitors; and our community. Action for Children is an equal opportunity employer and does allow for accommodations based on medical exemptions and/or sincerely held religious beliefs.\*\*

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Work Location:

- One location