

## Data Analyst

### Who We Are

Action for Children is the local child care resource and referral agency in Central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

### What You'll Do:

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.

- 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 the administrator of the case management system

### Successful candidates will have:

- Bachelor's degree in Data Science, Statistics, Social Science, Educational Policy, or a related field
- Demonstrated experience in data reporting systems, data evaluation, and process improvement
- Knowledge of data analytics and statistical principles
- Proficient in the 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 the ability to present information to small and large groups
- Ability to work a flexible schedule based on work demands, will require in-person work

### We Would Love to Hear From You If:

- Familiarity with Tableau, Alteryx
- General knowledge of relational databases

- Non-profit work experience is highly desirable

### **Why You'll Love To Work at Action for Children**

- We offer Medical, Dental, and Vision coverage after 30 days of employment
- We promote a balanced work-life company culture. We offer a generous PTO plan including vacation, sick, and personal time. This includes 9 paid holidays and 4 floating holidays.
- We embrace parenthood with 8 weeks of paid parental leave
- We help you plan for your future by offering a 403(B) with an employer match

### **How To Apply**

Interested individuals should apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5357104d-8378-47c4-8fd9-d75e10e312c8&cclid=19000101\\_000001&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5357104d-8378-47c4-8fd9-d75e10e312c8&cclid=19000101_000001&lang=en_US)

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.

Action for Children is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

\*\*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. \*\*