

**LIFE ENRICHMENT CENTER
JOB POSTING/DESCRIPTION**

Job Title: **Data Analyst**
Reports to: Director of Development

FLSA Status: Non-Exempt
Creation Date: Feb 2021

Position Summary:

Under the direction of the Life Enrichment Center's Director of Development, the Data Analyst will provide quality data capturing and recording support for core programs of the agency including East Dayton Senior Collaborative, transportation, Pathways to Growth, Choice Pantry and Recovery Café.

Essential Functions:

- Gathers registration logs from all programs
- Works in the Virtual Case Manager, transportation software and others to record client participation and points earned.
- Assists with tracking client attendance sheets, assessment records, evaluation surveys and more.
- Runs program activity and outcome reports from software systems as needed.
- Participates in trainings, team meetings and program review/evaluation discussions.
- Works closely with other agency staff and volunteers to provide quality experience to participants in the programs.
- Maintains program recordkeeping and filing systems.
- Follows and enforces all safety procedures.
- Communicates to direct supervisor any concerns or incidents that may need follow-up.
- Communicates policies, procedures, and changes to all staff.
- Fosters an inclusive work environment.
- Is courteous, gives sincere attention to participants by answering questions & troubleshooting issues.
- Provides excellent support to all staff, participants, program partners and volunteers, including responding to inquiries/concerns in timely manner
- Maintains confidentiality of participant information and exercises discretion when dealing with sensitive information.
- Carries out other duties as assigned by the Director of Development.

Schedule

10- 12 hours a week, Monday – Thursday. Hours depend on building programming.

Qualifications:

Education and Certifications

- High School Diploma or GED required; Associates degree in a related field preferred in related college program– i.e. social work, nonprofit administration

Experience

- Strong administrative, organizational skills.
- High proficiency in Microsoft Excel and strong experience with MS Office Suite
- Strong attention to detail and accuracy skills.
- Interest in or general understanding of the needs of low-income individuals.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to sit, stand and walk for long periods of time, to talk and hear, to lift and/or move up to 25 pounds, to climb or balance, to stoop, kneel, crouch, or crawl, occasional bending or squatting. The incumbent is required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required is frequent hearing and talking, in person and on the telephone. Approximately 75% of time is spent indoors. The condition of the air is normal/average air conditioned/ventilated.

Employee: _____

Date: _____

Supervisor: _____

Date: _____