Data Analyst
Riverside County

Title: Data Analyst
Reports to: Regional Programs Manager
FLSA Status: Non-Exempt
Starting Wage: $22.50 per hour
Position Status: Part Time (up to 25 hrs per week)
Effective Date: Beginning June 2023, ending on or before December 31, 2023

As a national non-profit organization and a leader in the field of community health, Visión y Compromiso seeks a part time Data Analyst to assist our project team and Programs Department with data collection, analysis, and reporting activities. Common responsibilities for this role include gathering data from our team of promotores on all outreach and educational activities provided, perform data entry, run reports that provide analysis on the impact of different project deliverables, and provide administrative support for completing project reporting activities.

A preferred candidate will have a minimum of two (2) years of experience working in a relevant, administrative role. A minimum of two (2) years’ experience compiling data for large-scale project reports. Needs the ability to read, analyze and prepare basic and complex reports. Must have advanced skills in Microsoft Office Suite (specifically Excel) as well as Google Suite. Because of the population served, a bilingual candidate in English and Spanish is highly desired.

Applications will be open July 1, 2023, until the position has been filled. Please submit resumes and questions to Armando Cerda via email at armandocerda@visionycompromiso.org.

Established in 2000, Visión y Compromiso is a nationally respected organization committed to community well-being by supporting promotores and community health workers. Today, we are the only organization in California providing comprehensive culturally- and linguistically-relevant training, workforce development, leadership opportunities, advocacy and support to more than 4,000 promotores and community health workers. Highly trained community experts and trusted members of their communities, promotores are characterized by servicio de corazon (service from the heart). Our vision: Hacia una vida digna y sana (Towards a Healthy and Dignified Life) reflects enhancing promotores’ capacity to educate, empower and advocate for community change to improve their communities so that all families may know a better way of life.