



EMPLOYMENT OPPORTUNITY

DATA ANALYST

Title:	Data Analyst
Starting Wage:	\$30.36 per hour
Reports to:	Administrative Program Manager
Location:	Los Angeles, in person
FLSA Status:	Non-Exempt
Position Status:	Regular, Part-Time (up to 20 hours per week)
Effective Date:	September 2023

ABOUT VISIÓN Y COMPROMISO

Established in 2000, Vision y Compromiso is a nationally respected organization committed to community well-being by supporting promotores and community health workers. The organization provides comprehensive culturally- and linguistically – relevant training, workforce development, leadership opportunities, advocacy, and support to thousands of 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 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.

POSITION SUMMARY

Under the general supervision of the Administrative Program Manager the Data Analyst is responsible for the oversight of all aspects of data management for the assigned program(s) including data collection and cleaning, survey/questionnaire design, program outcomes tracking, reporting outcomes as well as other aspects of the evaluation process to ensure that the program evaluation process meets projected goals, remains in compliance with contract regulations, and occurs in a timely manner.

HOW TO APPLY

Applications will be open September 14, 2023, until the position has been filled. Please submit resumes and questions to Roberto Salazar via email at (robertosalazar@visionycompromiso.org)

ESSENTIAL DUTIES & RESPONSIBILITIES

- Collaborates with the Program Manager and Administrative Program Manager to create a data collection plan for the program; oversees the agreed plan.
- Tracks and manages all program assessments.
- Plans and implements the program(s) evaluation plan to meet the requirements for eligibility and compliance with the program contract.
- Monitors and completes all regular reporting requirements for the program; liaises with the sponsoring entity on all data and evaluation matters.
- Meets with the project management team as necessary to remain clear and up to date on implementation, deliverables, and programmatic status.

- Represents Visión y Compromiso (VyC) at meetings or training with the sponsoring entity, as requested by the Administrative Program Manager.
- Maintains consistent and constant communication with the Administrative Program Manager regarding all pertinent activities assigned.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

CORE COMPETENCIES

- Demonstrated ability to think broadly to plan and problem solve strategically while considering the nuances of the work.
- Understanding of the promotores model or other community lead models and its role in creating health equity in communities in California, nationally and internationally.
- Data analysis skills including data collection and cleaning, survey/questionnaire design, program outcomes tracking, reporting outcomes.
- Demonstrated verbal and written communication, presentation, and interpersonal skills.
- Attention to detail, organizational abilities, and establishment of priorities.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Bachelor's Degree (B.A/B.S) from an accredited four-year institution, preferably in Public Health, Public Policy, Epidemiology, Public Health Statistics, Public Health Microbiology or Communicable Disease Control or a related field or five (5) years of experience managing data or evaluation of grant-funded public health social service and/or similar programs.

EXPERIENCE

- A minimum of three (3) years' experience evaluating public health or social service programs in underserved communities.
- Must have experience providing oversight for all aspects of data management, assessment, and program evaluation (e.g., data collection and cleaning, survey/questionnaire design, program outcomes tracking, reporting outcomes), in underserved communities with a minimum of one (1) year evaluating community engagement programs.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid California Class C Driver License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions. Valid automobile liability insurance required if driving.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general reports, procedures, or regulations. Ability to interpret and effectively organize program data to evaluate outcomes and complete both simple and complex reports. Ability to write business correspondence. Ability to effectively present information and respond to questions from individuals, groups, and the public. Because of the population served, the ability to read, write and speak in English and Spanish is highly desired.

COMPUTER SKILLS

Advanced skills in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Internet Explorer or other widely used and supported Internet browsers as well as advanced skills in Google Suite. Adaptable to changing technology and experience working with data analysis software such as Tableau or similar.

TRAVEL REQUIREMENTS

Ability to travel locally as requested.

PREFERRED SKILLS AND QUALIFICATIONS

- Database and software management skills.
- Exceptional organizational, and time management skills
- Self-motivated and ability to work independently and as part of a team.
- Strong analytical and problem-solving skills.
- Excellent interpersonal and communication skills.
- Ability to establish and maintain effective and collaborative working relationships with co-workers, public officials, and the general public.
- Able to effectively work with overlapping projects and deadlines.
- Adaptable and reliable in the face of conflict, crisis, or changing priorities.

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 will sit, talk, hear, and use hands and fingers up to 3/4 of the time. The employee will stand and walk up to 1/4 of the time. The employee is routinely required to carry and/or lift up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this work environment is typically quiet to moderate.

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