GROWING TOGETHER JOB DESCRIPTION

TITLE: Specialist, Analytics	**REPORTS TO:** DIRECTOR OF DATA ANALYTICS
DIVISION: OPERATIONS	**STATUS:** SALARIED/EXEMPT
DATE: NOVEMBER 2017	

JOB SUMMARY:

The Analytics Specialist is responsible for providing analysis services for Growing Together and its partners as needed. The majority of the work involves collecting, analyzing, and reporting on the network's Education, Housing and Community Vibrancy efforts. The rest of the Analytics Specialist's time will be devoted to increase Growing Together's internal capacity and the capacity of the partners to collect quality data, analyze data in consistent ways, and report data as a collective. With the dual focus on analysis and technical assistance, the ideal candidate has a balance of technical skills and soft skills.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Provide data and analysis support for Growing Together and partners
- Coordinate the collection, analysis, and reporting of outcome data across Growing Together strategic areas
- Lead portions of projects as needed and the ability to work effectively on multiple projects at once.
- Provide training and technical assistance to Growing Together partners to increase the quality of data collection, analysis, and reporting
- Provide data support for internal Growing Together operations
- Develop and implement key continuous improvement data metrics and to support processes for collective impact
- Maintain a data repository for quick access to demographic, housing and other neighborhood data related to Growing Together's target neighborhoods and the city of Tulsa
- Plan and complete regular analyses of Growing Together initiatives
- Conduct literature reviews and participate in writing of reports and presenting results to stakeholders.
- Work closely with the Communications Specialist to prepare regular report to the community partners, funders, and other stakeholders
- Perform other duties as assigned or requested

REQUIRED EDUCATION/EXPERIENCE:

- Bachelor's Degree in Economics, Education, Business, Industrial/Organizational Psychology, Political Science, Public Policy, or related field from an accredited college or university with a minimum of three years experience in analytical work OR a Master's degree.
- Must have experience working with vulnerable populations.
- Current or former resident of a Growing Together target neighborhood preferred.

KNOWLEDGE/SKILLS/ABILITIES:

- Excellent project management skills, especially the ability to manage several projects at once
- Creative thinking and problem solving skills

- Have good data management and data organizing skills.
- Able to articulate complex ideas in clear, innovate ways to diverse audiences
- Proven successful interpersonal skills, such as maintaining positive, effective working relationships with co-workers, partners, stakeholder, residents, contractors, and other members of the Growing Together network
- Excellent research skills
- Intermediate statistical analysis skills and abilities, including experience with statistical software pages such as SPSS, Stata, or R programming
- Knowledge and experience with applied research, community-based participatory, and evaluation methods strongly preferred.
- Intermediate skills producing data visualizations for a variety of audiences
- Advanced Microsoft Office skills including Excel, PowerPoint, Visio, and Word
- Ability to follow oral and written instructions including the ability to read, interpret, and present information efficiently and effectively to a variety of audiences
- Must maintain strict confidentiality of extremely sensitive data, records, files, conversations, etc.
- Must take initiative, multi-task, maintain priorities,, and work well under pressure
- Advanced organizational skills, efficiency, and attention to detail with a demonstrated commitment to completing assignments on time
- Bilingual English/Spanish preferred but not required.

ESSENTIAL PHYSICAL AND MENTAL REQUIREMENTS:

Employee is subject to standing, stooping, walking, lifting, and carrying objects throughout daily job performance. Work is a normal office environment. Intermittent effort involving lifting of amounts between 5 and 25 pounds required. Work requires moderate attention to detail and deadlines between 20% and 50% of the time. Driving is required intermittent.

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Executive Director   Date

I have read the above job description and understand the essential functions of the job and its physical requirements. I am qualified and able to perform the job subject only to the following accommodation(s):

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