



## **DATA ANALYST ASSISTANT (Temporary/Contract)**

As the WC&S Data Analyst Assistant, your primary role is to assist the Database & Contracts Manager by preparing data for internal and external reports. You will prepare data for a variety of reports for program leaders, build and maintain Tableau workbooks and visualizations, and assist with submission of information required by government agencies for funding renewal. The successful candidate will be an experienced data analyst, demonstrate strong attention to detail and organization, and be comfortable with self-learning. This role is completely administrative and supports the overall functionality of the agency's Database & Contracts Department. This part-time, temporary position allows you to work primarily from home and provides some flexibility in scheduling.

WC&S is a comprehensive domestic violence program serving over 7,500 adult and child survivors of domestic violence annually & facilitating intervention groups to over 500 men who batter. All staff learn about and support the organization's mission, guiding principles, and values, as well as the tenets of Women's Center Business System (WCBS), and are sensitive to cultural and workplace harmony and infusing principles of Sanctuary (a model for providing trauma-informed care) and diversity, equity, and inclusion into their daily interactions with clients and co-workers.

This role provides you with the opportunity to showcase your skills in data analysis, administration, and attention to detail. If you are excited to use your data analysis expertise, be part of an innovative agency, and support a worthy mission, we want to hear from you.

### **Here's what you will do:**

- Prepare data for a wide variety of reports, including program and grant reporting, forecasting, analysis, and more.
- Help to build and maintain Tableau workbooks and visualizations for agency impact and ad-hoc analysis.
- Assist the Database & Contracts Manager to insure the timely and accurate submission of grant reports for various funding sources and staff members.
- Perform moderately complex data analysis; identify key facts in a range of data.
- Maintain grant tracking and management documents; assist with submission of information required by government agencies for renewal of funding.
- This position requires availability during regular business hours for up to 25 hours per week. Hours may vary weekly; some flexibility in the schedule is available.
- Perform other duties as assigned.

### **Here's what we are looking for:**

- Must have at least 1+ years of experience with statistical reporting. Since this is a temporary position, we will not consider candidates without current experience.
- Bachelor's degree in data science or related field (or equivalent experience) required.
- Must be a self-starter and self-learner as little hands-on instruction will be provided.
- A strong command of general technology including but not limited to Microsoft Office Suite is required; familiarity and understanding of information technology, including Tableau and Salesforce, strongly preferred.
- A demonstration of effective administrative and organization skills, including the ability to successfully manage overlapping projects, deadlines, and competing priorities.

- Ability to understand confidentiality and safety procedures.
- A demonstration of the understanding of abusive family dynamics, including intimate partner violence, cycle of abuse, power and control dynamic, cultural diversity issues and child abuse and neglect.
- Act 33/34 and FBI Clearances will be required.

WC&S is an equal opportunity employer and is committed to ensuring that both applicants and employees are treated without discrimination on the basis of race, color, gender identity expression, national origin, age, religion, disability status, sexual orientation/identity, citizenship status, veteran status, marital status or any other protected characteristic. We are committed to providing an inclusive and welcoming environment to all.

**TO APPLY:**

This position will be filled as soon as possible. Right now, the timeframe for the temporary contract is as soon as possible until approximately mid-September 2021. This position will remain open until we find the best candidate for the position. To ensure consideration for an interview, please send a resume and cover letter to the Director of Administration at [careers@wcpittsburgh.org](mailto:careers@wcpittsburgh.org) by Monday May 24, 2021.