



Foster & Adoptive Care Coalition

FOR EVERY CHILD... A PLACE TO CALL HOME

Job Description

POSITION TITLE:	Data Analyst	PREPARED BY:	Barbara Long
DEPARTMENT :	Administration	UPDATED:	10/28/2021
REPORTS TO:	Director of Evaluation and Learning	HR DEPT. APPROVAL:	

For Compensation Use Only
FLSA STATUS: **Full Time - Exempt**

Summary of Position: The Data Analyst contributes to the success of the Coalition by transforming raw data into meaningful results, creating impactful visuals of program data, and ensuring accurate, timely, and complete program data entry. Reports created by this position are used by Management, Program Improvement, and Direct Service Staff to inform quality of service delivery and service impact. This position reports directly to the Director of Evaluation and Learning and works closely with Program Supervisors and direct service staff.

Essential Functions & Responsibilities:

- Maintain the Data Map for all programs
- Create and update training guides for Salesforce Data Entry for each program
- Train program staff on data entry requirements and procedures
- Create and run data validation reports to identify missing or invalid program data
- Collaborate with program staff to ensure timely and accurate data entry and to correct any data discrepancies
- Create and modify reports in Salesforce and Apsona in order to analyze program performance
- Analyze data received from all programs and surveys
- Create data visualizations to assist in program improvement activities
- Report program outcomes to stakeholders, as needed
- Manage quarterly program file reviews

Minimum Requirements:

Education: Bachelor's Degree in related field

Experience: At least 1 year experience with data analysis and data management

Preferred Skills/Qualifications:

- Strong analytical skills needed to examine data and identify inaccurate or missing data
- Effective written and oral communication skills for writing reports and presenting data to funders
- Strong communication skills to collaborate with program staff regarding data integrity
- Ability to train program staff on data entry requirements virtually and in-person

- In depth knowledge of Microsoft Office programs, specifically the ability to manipulate data in excel (sort, filter, formulas, conditional formatting, etc.); knowledge of Salesforce reports is preferred
- Data visualization skills preferred
- Conflict resolution and negotiation
- Adaptation and flexibility
- Ability and comfort working with diverse populations in various environments

Department Specific/Non-Essential Functions:

- Answer phones
- Assist program staff with data entry, as needed
- Troubleshoot database and computer issues, as needed
- Other duties as assigned with or without accommodation

Additional Skills/Competencies necessary to carry out services to the service population's culture and socio-economic characteristics:

- Must be able to provide own transportation and ability to drive within the Metro St. Louis Area and surrounding areas.
- Must be able to provide services in an inclusive and values neutral fashion.
- Behaves with integrity, demonstrates high ethical standards, and displays a positive image of the Foster and Adoptive Care Coalition.
- Acts in a professional manner at all times and maintains appropriate boundaries with children, families and staff.
- Demonstrates accountability for results and keeps commitments to others.

Working Conditions: This position entails work in the office. Use of automobile for local travel to multiple sites including other community organizations is required. The Coalition office is considered home-base with primary office hours Monday-Friday 8 AM – 5:00 PM. This position requires flexibility to meet the needs of family and the agency training schedule.

Physical Demands: While performing the duties of this job, the employee is regularly required to communicate effectively. The physical requirements of this job includes: sitting, standing, walking, climbing stairs; lifting up to 25 lbs., pulling and/or pushing on occasion.

Agency Shared Valued: Employees of the Foster & Adoptive Care Coalition agree to hold themselves and colleagues to the following values:

- **Equity:** We insist on fairness and respect. We are deliberate in ensuring everyone has safety, opportunity, access, and support to be heard.
- **Family:** We are family. We are connected and support one another in meeting the needs of our own families and the families we serve. We assume the best and are committed to each other.
- **Diversity:** We celebrate differences and harness the power that diversity brings. Every viewpoint is heard and honored. We are stronger because of our differences.
- **Innovation & Excellence:** We are intentional about knowing better and doing better, using innovation and solution-focus approaches with courageous passion and excellence.
- **Inclusion:** We respect, leverage, and engage everyone's unique strengths and talents so each individual can contribute to their full potential.
- **Integrity:** We are an agency built on integrity, maintaining a culture of trust, respect, transparency, and honesty. We walk in our truth and uphold ethical standards.
- **Courage:** We stand up for each other and what is right for our clients and stakeholders with truth, vulnerability, and accountability.

- **Teamwork & Collaboration:** We develop and maintain authentic relationships by being flexible and open-minded and maximizing the strengths of each individual in the team to accomplish the best outcome for our children and families. Everyone contributes in leadership.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for a Data Analyst. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Printed Employee Name _____

Date _____

Employee Signature _____

Foster and Adoptive Care Coalition is an Equal Opportunity Employer



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