Data Analyst

The Data Analyst reports to the Manager of Business Intelligence at Shelter Movers. Once joined to the Business Intelligence, they are remotely assigned to a chapter in which they gather, consolidate, validate and transform the qualitative and quantitative data relevant to each function of that chapter.

In reference to their efforts, the Data Analyst is supported by and may refer directly to the function directors, as well as the managers of their assigned chapter for all information relating to their assignments.

Additionally, the Data Analyst is then responsible for the delivery of meaningful analysis and recommendations based on intelligence gathered by their analytics efforts within their assignment(s).

Roles and Responsibilities:

- Leads efforts to collect, consolidate, validate and transform data within their assigned team

- Conducts interviews and assists in team discussions relating to identifying and capturing project-relevant data sources

- Aids in the development of centralized data warehouses

- Ensures accuracy, normalization and continuity of data captured

- Supports in developing training plans to foster a more data-driven culture in the teams they work with

- Develops meaningful executive dashboards using Business Intelligence applications

- Supports chapter in creating reports and analysis based on data available in data warehouses

Minimum time requirement:

- 3 hours per week (flexible), with an additional hour devoted to weekly team meetings

Requirements:

Applicants should:

- Have experience in at least one Business Intelligence software application (PowerBI, Tableau, etc.)

- Understand and be able to communicate the differences between qualitative and quantitative data

- Have experience in office productivity software (Word, Excel, PowerPoint, etc.)

- Be comfortable with conducting exploratory interviews with multi-disciplinary teams (i.e. Fund Development, Marketing & Communications, Operations, Volunteer Services, etc.)

In addition, the following will be made available for new team members:

- Weekly check-ins so the team has a place to regroup and breathe together

- 1-on-1 training in technology domains of the volunteer's interest

- Mentorship in IT career paths

- Counsel on relevant certifications in the field