

Aid to Victims of Domestic Abuse, Inc.

JOB TITLE: Program Analyst
DEPARTMENT: Program Services
CLASSIFICATION: Full-time, nonexempt, hourly, "at-will"
REPORTS TO: Program Services Director

JOB SUMMARY:

The Program Analyst conducts data analysis, compiles reports, and tracks program outcomes for AVDA's programs as well as provides training and technical assistance to staff on the data collection system.

Work Schedule: 40 hours per week as assigned by your supervisor; flexibly is needed to meet the training needs of direct service staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Read and abide by the rules, policies and standards set forth in the Employee Personnel Policy Manual.
- Ensure work performed is in compliance with AVDA's policies and governing regulations.
- Collect, analyze, interpret, and summarize program services data; generate funder and agency reports.
- Develop and implement quality assurance strategies that optimize statistical efficiency and data quality.
- Oversee compliance with required grant program outcomes; coordinate with program supervisors to strengthen program results.
- Assist with coordination and submission of all renewable and new grant applications.
- Provide training and technical assistance to agency staff on the data collection system.
- Maintain database for collection, tracking, and reporting of research data.
- Assist with coordination and submission of all renewable and new grant applications.
- Promote an organizational culture that embraces workplace values of respect, caring, support, effective communication, teamwork, collaboration, accountability and responsibility; and work with staff to create and maintain a workplace environment reflective of those values.

POSITION REQUIREMENTS:

- BS in Mathematics, Computer Science, Information Management, or Statistics or a minimum of three years of work experience as a data analyst in social services.
- Strong knowledge of and experience with databases; SQL preferred.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Excellent verbal and written communication skills; exceptional customer service skills.
- Reliable transportation, and if that is a personal vehicle, a valid driver's license and clean driving record for insurability.
- Advanced use of MS Excel, Word, Outlook and the Internet.

SPECIAL REQUIREMENTS AND PHYSICAL DEMANDS:

- Ability to exert physical effort which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds), bending, stooping, stretching, squatting, sitting, including movement up and down stairs.
- Minimal travel required in the Palm Beach County area.

To Apply: Email your resume and cover letter to avda@avda-fl.com. Indicate the position you are applying for in your cover letter as well as the language(s) you are fluent in. Please advise Human Resources at this email address in advance if you require accommodations to participate in the employment process. **EOE/DFWP/E-VERIFY**