

SPEAK MENTORSHIP (SPEAK) JOB DESCRIPTION

Job Title: Data Analyst
Job Location: Remote
Immediate Supervisor: Executive Director
Employees Supervised: Not Applicable
Pay rate: Unpaid Intern
Work hours: Part-time

Prepared By: Executive Director

Approval: Hetal Jani

Date Approved: August 2018 Executive Director

General Description/Position Summary

SPEAK Mentorship constantly seeks data from our programs and audience to ensure we are providing the best service to those we support and are able to report our programs to key stakeholders. The Data Analyst will assist in creating tools to gather and report data to different stakeholders. The Data Analyst must be comfortable with different formats of data collection and reporting. Additionally, the Data Analyst may be required to present the findings to key stakeholders in different presentations.

Duties and Responsibilities

- Data collection, analysis, and reporting
- Assist in presenting data to different stakeholders
- Communicate and report data to different stakeholders for particular purposes, including funding and program evaluation

Required and Preferred Qualifications

- Minimum of a BA, and 2 years experience in data analysis
- Ability to work flexible hours
- Experience working with young adults required
- Start-up and nonprofit experience a plus
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for SPEAK Mentorship's mission
- Highly organized and motivated.
- Knowledge of and commitment to serving American citizen girls of immigrant or first-generation backgrounds, and advocating for their development as they pursue knowledge of careers before transitioning from high school to college
- Ability to work independently and as part of a team.

Performance Standards

- Performs functions with attention to detail, appropriateness, accuracy, and promptness, proactive in communication efforts.

- Meets deadlines and commitments towards all constituents, ensuring program effectiveness.
- Able to be inclusive of all voices, helping to grow all important networks.
- Demonstrates initiative and creativity to anticipate and solve problems.
- Demonstrates effective working relationships with whole SPEAK Mentorship team and stakeholders.
- Proposing and reaching short term goals to keep the organization progressing, while also establishing long term goals aligned with long term vision.
- Flexible and collaborative approach to work, working within defined role and opening lines of communication with all individuals for a healthy organizational culture.
- Being an upstanding citizen of the organization by conscientiously advancing organizational culture.

This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. SPEAK Mentorship has the right to revise this job description at any time. The job description is not a contract for employment.

SPEAK Mentorship Inc. is an EEO.