



Position: Data Analyst
Reports to: Operations Director
Hours: Up to 20hrs per Week
Classification: Part-time, Nonexempt
Salary Range: \$23.00-\$24.50 per hour
Reviewed: August 2021

CFH serves people from diverse cultures, races, gender identity, sexual orientation, and ages. We value diversity and intentionally work to recruit, hire and retain staff who reflect the diverse client population we are serving. CFH is an equal opportunity / affirmative action employer.

About CFH:

CFH is a secular 501(c)3 nonprofit organization founded in 1993 to provide a warm, safe, and hospitable place for single men to sleep and be nourished with three healthy meals each day. Today, with phenomenal partnerships and support from King County’s Eastside community, CFH serves more than 1,700 people each year with street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services—including 125,000 meals. CFH is a healthy, fiscally stable organization with a dedicated Board and staff poised to advance its mission.

Our mission is to partner with men & the community to create a path from homelessness to stable living. Our core values are relationship, community, empowerment, respect & dignity. These values embody how we work with the men, community and each other.

This is a very exciting time for CFH as the organization engages the wider community in new and impactful ways to foster hope, dignity and the building blocks that provide stability to people in need on our streets. For decades, we have quietly worked in our community; providing outreach, shelter, permanent housing, services & community.

OVERVIEW OF POSITION:

The Data Analyst will be responsible for gathering, maintaining quality control of, analyzing, interpreting, and sharing data pertaining to CFH programs and services in ways that aid in effective reporting and decision-making. The data analyst will develop and prepare reports used to inform evaluations of program need and success. This role suits people who enjoy working with numbers and data sets, have an aptitude for computer systems and software, and have strong analytical abilities. Strong problem solving, time and project management skills also are required to be successful in this role.

Note re: COVID-19: CFH follows the most current health and safety guidelines provided by King County Public Health and the CDC. This position is required to wear personal protective equipment at all times while on site and will be exposed to people who may have the COVID-19 virus.



KEY RESPONSIBILITIES:

- Manage all aspects of maintaining master data sets, including software maintenance, security, confidentiality, record creation & updates.
- Provide access to and training for users of the systems.
- Process confidential data and information according to guidelines.
- Create high-quality data dashboards, presentations, materials, and other reports for targeted audiences that inform, support, and improve the delivery of housing and services
- Perform analysis on quality, cost, and achievement metrics of the programs, using visualization techniques to communicate insights and recommendations.
- Develop and implement systems which provide quality assurance of data. Support initiatives for data integrity by working with program managers to ensure timely and accurate data submission.
- Assist in various quality assurance activities, including but not limited to internal and external audits
- Test and implement new or upgraded software
- Support Monthly, quarterly and annual ongoing grant / contract reporting requirements with independent data analysis and written reports.

EDUCATION AND EXPERIENCE

The successful candidate will have a bachelor's degree in a related field plus 3-5 years' experience, or an equivalent combination.

KNOWLEDGE, SKILLS, AND ABILITIES

- A passion for using data to address social issues
- Experience in homelessness and housing issues and programs a plus
- Experience with creating data visualizations that are both easily digestible and user friendly
- Strong analytical capabilities including mathematical calculations and the ability to breakdown complex ideas
- Ability to measure and evaluate program performance
- Demonstrated ability to take initiative, work independently, and think strategically.
- Excellent oral and written communication skills
- Excellent organizational and time management skills
- Maintain high quality standards
- Strong computer skills including proficiency in core Microsoft Office products – Word, Excel, PowerPoint
- Strong collaboration skills with ability to function as a member of a team, leading within the scope of the position and contributing whenever possible.
- Sensitive to and able to communicate and work effectively with individuals from diverse economic circumstances, cultural and ethnic backgrounds, physical and mental abilities, and sexual orientations.
- Experience with Agency and Clarity platforms is a plus
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PHYSICAL REQUIREMENTS

- Physical ability to sit, walk, and/or stand for prolonged periods of time.
- Ability to stand, stoop, bend, grasp, and/or hold work located at the office or other locations as needed.
- Prolonged periods of sitting at a desk and working on a computer.
- Individual must also have the use of all senses, to include, but not limited to sight, hearing, smell, and taste.
- Must be able to access and navigate each department at the agency's facilities.

SUBMISSION:

To apply, please submit resume and cover letter including a personal statement expressing how the mission of CFH aligns with your personal and professional goals, to hrcrecruiting@archbright.com.

SALARY & BENEFITS:

- Hourly Salary Range: \$23.00-\$24.50 per hour
- This part-time position is eligible for pro-rated paid time off, cell phone stipend, holidays and employer matched retirement.
- Flexible work schedule as approved by supervisor and based on specific position requirements.

CFH does not discriminate on the basis of race, religion, color, age, genetic information, sensory, mental or physical handicap, national origin, gender, sexual orientation, gender identity, gender expression, marital status, familial status, parental status, citizenship status, pregnancy, veteran status, political ideology or any other basis protected by applicable law.

TIMELINE: Applications will be considered on an ongoing basis; position open until filled