

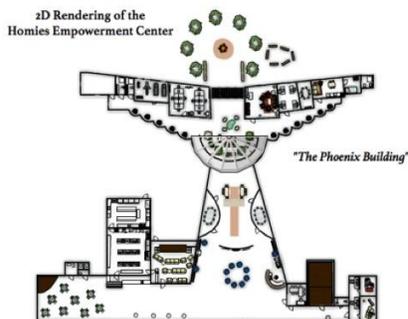
Data Analyst



Homies Empowerment

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Phoenix Design of the
Homies Empowerment
Community High School

Summary

The Data Analyst position will play a key capacity building role in securing revenue during a critical period of growth at Homies Empowerment. This position calls for someone who is able to approach and understand complex data in a structured manner, while converting the results into a compelling and actionable story for internal or external stakeholders.

The ideal candidate has a deep commitment to our values, especially around solidarity, not charity and to providing empowering leadership in a concise, positive, inclusive and culturally sustaining way.

Minimal Qualifications

1. 3-5 years in a data analyst position.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Knowledge and demonstrated experience using and applying analytical software, database management systems.
2. Ability to cross-functionally work with partners and team members to create reports in compliance with needs.
3. Structure data to find usable information.
4. Developing and maintaining databases, data systems – reorganizing data in a readable format.
5. Identify, organize, and analyze relevant datasets in support of ongoing research projects
6. Exceptional written, verbal and organizational skills and ability to handle record keeping.
7. Work closely with Homies Empowerment team to brief and check-in and maintain accountability for all.

Required Skills

1. Analytical and problem-solving skills.
2. Experience with statistical software.
3. Attention to detail.
4. Handle confidential and sensitive information.
5. Research and decision making skills.
6. Integrity and honesty.

Position Type and Expected Hours of Work

This is a Part-Time position. Days and hours of work are Monday-Friday. Must be able to attend weekly Friday All-Staff meetings from 4:00pm-6:00pm. Salary is negotiable depending on experience.

Please keep in mind that Homies Empowerment is a people-of-color led organization and we are looking for candidates who understand and reflect why that is critical in our community.