Analyst, Data & Research

Job Summary
Under the supervision of the Data and Research Manager, this position is responsible for collecting, managing, and analyzing data for research and evaluation.

Essential Job Functions

- Assists with a wide variety of qualitative and quantitative research activities
- Conducts systematic searches of relevant bibliographic databases and websites in support of project tasks or proposals
- Assists with data collection and preparation of data for further review and analysis
- Compiles and/or extracts quantitative data from multiple sources to prepare summaries, tables, and report sections
- Conducts research on relevant economic, legal, social, and other factors inherent in programs and issues under review
- Prepares reports of findings and recommends financing levels
- Recommend program issues and challenges warranting in-depth study
- Performs analyses of well-defined problems where alternatives are readily identified
- Develop and align evaluation and assessments with program goals, needs of participants, and larger agency outcomes.
- Maintain up-to-date knowledge of data elements and requirements necessary to report to external stakeholders and members of public. This includes ensuring that the Homeless Management Information System (HMIS) database contains all the pertinent data elements and requirements necessary to satisfactorily report.
- Implement data quality assurance process
- Support the production of reports outlining the methodology, process, and findings from Homeless Count
- Coordinate and prepare responses to data request tickets
- Complete *ad hoc* and routine data requests which are often time-sensitive and complex
- Represent LAHSA and participate at meetings and conferences as appropriate, communicating effectively with other LAHSA departments, the LAHSA Commission and external audiences, as appropriate.
- Other duties and special projects as assigned.

Knowledge, Skills and Abilities:

- Advanced user of MS Excel – capable of producing summary tables, pivot tables, vlookup/index fields, and visualizing data.
- Working knowledge of SQL – capable of cleaning data elements, joining tables, and creating reports using large datasets.
- Highly analytical, detail-oriented, and intellectually curious; able to work flexibly on a range of assignments and prioritize a variety of evolving tasks.
• A deep understanding of and appreciation for primary data collection, data analytics, and its role in informing policy, with a desire to expand capacity for understanding, interpreting, and applying research to homeless and/or social policy and planning
• Experience in collecting primary data and managing administrative data
• Proficient in creating PowerPoint slides containing data visualizations.
• Great presentation skill; able to communicate research findings clearly to various audiences
• Excellent organizational skills and ability to prioritize multiple work assignments in a fast-paced working environment
• Demonstrated ability to work as a team

Training & Experience
• Bachelor’s degree with minimum (2) years of experience working on data collection and management. Equivalent combination of applicable training and experience may be considered.
• A valid Driver’s License is required.

To Apply, please go to www.lahsa.org/jobs