

Position: Data and Learning Assistant
Hiring Organization: United Way of Salt Lake (UWSL)
Department: COLLECTIVE IMPACT
Reports to: PARTNERSHIP DATA ANALYST
Date Prepared: 9 JUNE, 2016

THE ORGANIZATION

United Way of Salt Lake (UWSL) has made a promise to our community—to change the odds so all children and their families have the same chance to succeed in school and life. We have adopted a unique approach to community problem-solving called collective impact which allows us to directly engage with communities. Our workplace is fast-paced, friendly, and adaptive. At UWSL we believe in celebrating success, learning from failure, and ambitious goals. Our wages are competitive; the benefits package is comprehensive; perks like flexible schedules and staff parties make every day unique.

POSITION OVERVIEW

Under the direction of the Partnership Data Analyst, the Data and Learning Assistant will provide general support to the Strategy and Learning team. Additionally, this role will be responsible to increase the data accessibility for the entire organization which will include assisting in the creation and development of new visualization tools and strategies.

KEY RESPONSIBILITIES

1. Support the Vice President of Strategy and Learning and the Director of Training with learning events including: assisting with pre- and post-event logistical requirements and requests
2. Manage relationships with participants by managing attendee lists, tracking RSVPs, provide guidance, answer questions
3. Coordinate with Website and Email Marketing Manager to form training website structure and content
4. Maintain the data visualization project in Asana including: managing data requests, assisting in feedback process, and adding current and relevant visualizations from the Strategy and Learning team
5. Assist with the creation and maintenance of lobby presentation materials
6. Maintain and format raw data files from outside sources
7. Work with Grant Writer and Grants Manager to assess data needs for grant applications and reporting
8. Assist the Operations Director with annual collection of confidentiality forms and user agreements
9. Assist the Strategy and Learning team with the development and achievement of their strategic goals
10. Ensure each ETO user completes required reading materials and quizzes
11. Complete all processes (including audits and tracking) and storage of waiver materials
12. Complete seasonally-specific assignments to prepare for annual survey
13. Work with several departments to design, test, refine, distribute, collect, and analyze surveys
14. Assist in survey presentations to various groups and stakeholders
15. Help streamline service questionnaires through continuous evaluation and improvement
16. Other duties as assigned

POSITION REQUIREMENTS

- Able to balance logistics for several events, meetings, and trainings including scheduling, invitations, communicating with participants, etc.
- Demonstrated experience supporting a team or department; accept direction and assignment from multiple sources
- Able to balance multiple projects with competing deadlines
- Execute repetitive tasks with high quality
- Able to keep track of the backend information and act as a point of contact
- High levels of professionalism and ethics
- Proficiency with Microsoft and Google suite
- Able to build trusting relationships with stakeholders
- Previous salesforce experience a plus

MINIMUM QUALIFICATIONS

- Bachelor's degree in social sciences, public administrations, humanities, or related field OR equivalent work experience
- 3-4 years of administrative experience
- 2-3 years of experience working with data and databases

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, in oral and written formats with others in person, over the phone, and via other devices. Must be able to transcribe, read extensively, prepare and analyze data and figures; constantly operates a computer and other standard office machinery. The position requires occasional movement throughout the office to access files, papers, or move supplies weighing up to 25lbs. Must be able to remain in a stationary position 75% of the time.

SALARY INFORMATION & FLSA STATUS

This is a non-exempt position; hourly rate commensurate with experience.

TO APPLY

Send completed applications to jobs@uw.org. Complete applications include a cover letter, resume, and employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers.html>

NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.