

Position: DATA ANALYST – TEMPORARY POSITION
Hiring Organization: United Way of Salt Lake
Salt Lake City, UT
Department: COLLECTIVE IMPACT
Reports to: SENIOR DIRECTOR, CONTINUOUS IMPROVEMENT & MANAGER, DATA INFRASTRUCTURE
AND VISUALIZATION
www.uw.org

ORGANIZATION BACKGROUND AND EVOLUTION

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. Our role has evolved from primarily a fund-raising, fund distribution organization to what it is today - a community problem-solving organization, dedicated to advancing the education, income and health of our neighborhoods and communities to ensure that every child succeeds, every step of the way, from cradle to career.

UWSL has adopted a unique approach to community problem-solving called Collective Impact. Collective Impact brings many different sectors together to find new and innovative ways to address challenges and develop lasting changes.

UWSL is committed to excellence. We have adopted high standards of accountability and operate with integrity and transparency. We provide outstanding customer service.

WORK ENVIRONMENT

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever changing. Employees are dedicated, appreciated and recognized for their efforts, and all levels of personnel are engaged in the work daily. We offer competitive wages and a generous, comprehensive benefit package. Our focus is on high level results – communicating, aligning and integrating around our organizational goals.

POSITION OVERVIEW

UWSL is looking for a qualified employee to join our Collective Impact Department and to create our first Annual Indicator Report, which will provide an update on progress in seven communities on various education, financial stability, and health outcomes. Our Collective Impact Department plays a “backbone” role in large-scale community change efforts, providing infrastructure, facilitation, and strategy to guide vision, align strategies, measure progress, and bring stakeholders together.

This opportunity is ideal for students or recent graduates who study economics, statistics, data management, or related fields. The employee should be prepared to work in a fast-paced team environment and will finish this temporary position having gained broad experience in project management, frameworks for measuring community-level outcomes, data analysis and presentation, various aspects of using data for social change.

KEY RESPONSIBILITIES

Organizes and analyzes large datasets; identifies appropriate data sources and responds to data requests using American Community Survey, IBIS, USOE's PSD Gateway, and other publicly available data sources; conducts statistical analyses as needed. Prepares simple, compelling tables and graphic presentations of such data. Drafts narrative descriptions. Reorganizes existing data aggregations to increase search ability and ease of access.

POSITION REQUIREMENTS

- Experience managing IBIS, USOE's data resources, and other large-scale datasets
- Strong interest in poverty/social policy issues

- Proficiency in R, SAS, SPSS, or Stata
- Strong organization, high initiative, and an eye for detail, creativity and design
- Ability to work in a fast-paced, professional environment
- Clear writing skills
- Competence to undertake research assignments with little supervision
- Ability to work at UWSL for 10-20 hours/week during business hours for the first 2-4 weeks of work, with opportunity based on proficiency with the projects and their goals to work partially offsite thereafter

MINIMUM QUALIFICATIONS

- Significant coursework/professional experience in data analysis and presentation
- Experience in locating and manipulating data from the American Community Survey
- Proficiency in Excel. Capacity to learn other types of graphics programs and software as needed
- Desire to participate in a learning-focused environment and to participate in part of a team to identify and problem-solve various adaptive challenges

SALARY INFORMATION

\$8.00 Negotiable

TO APPLY

Only complete applications will be considered for the position. Interested applicants should submit a letter of intent, resume, and employment application to jobs@uw.org. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers/>.