

OIC of America

Job Title:	Data Analyst
Supervisor:	Director of Evaluation and Measurements
Salary:	\$40,000 - \$43,000 + Competitive Benefit Package
FSLA Status:	Exempt, Full-time Regular
Location:	Philadelphia, PA

ORGANIZATION SUMMARY:

OIC of America (OICA) is a nonprofit organization and the national office of a network of 34 workforce development organizations spread across the United States. Our mission is to provide underserved communities with the tools and support needed to overcome barriers to economic opportunity. We envision a world in which all people are contributing members of their families and communities. Through their efforts and ours, our participants have the opportunity to break the cycle of poverty, and aid to creating a more just and equitable society. OICA provides job and life skills training and matches our graduates with the employment needs of local businesses. Our organization and broader network have trained over 2 million people nationwide over the past 50+ years.

POSITION SUMMARY:

OICA is seeking a Data Analyst to assist with evaluating and measuring goals and outcomes for our SOAR Reentry Program. This individual will be responsible for entering and tracking program data for the SOAR program. The analyst will monitor and ensure data fidelity in the funder's and OICA database systems. This role will also assist with the managing and maintenance of all database and technological infrastructure that are used to advance the SOAR program and the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collect and enter data into the DOL and OICA database system
- Perform data validation and quality control checks
- Conduct survey research, quantitative and/or qualitative data analysis, and writing and presenting reports orally to internal and external stakeholders
- Advise on development and customization of program activity tracking technology solutions
- Perform thorough analyses of data and produce reports that include statistical, narrative and graphic components as appropriate
- Assist with writing and preparation of impact evaluations and develop progress reports (monthly, quarterly, semi-annual, and annual), for OICA leadership and the program funder
- Work closely with program staff to ensure projects milestones (internal as well as external), are met
- Support collection and documentation of success stories and lessons learned; keep current with relevant professional standards trends and issues
- Conduct other duties as assigned

PROFESSIONAL AND EDUCATIONAL REQUIREMENTS:

- Strong technological aptitude (technologically savvy)
- Strong personal interest in OICA's mission
- Great opportunity for a recent college graduate with some professional experience
- Strong knowledge of performance measurement with good understanding of quantitative and qualitative evaluation methods
- Skilled in the use of Microsoft Excel, including data manipulation, charts and graphs
- Able to think strategically and contribute to strategic conversations
- Bachelor's degree in social sciences, information technology, education, evaluation or related field with substantial experience in program research, management and evaluation
- Familiarity with the workforce development field in general, and reentry programs specifically, is a plus

EQUAL OPPORTUNITY EMPLOYER:

OICA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.