Data Analyst

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. With focus on Equity, Transparency, Continuous Learning, Human-Centered, Community-Inspired Solutions.

SSF embraces technology to develop ongoing efficiencies. Currently the office is remote and is looking to be a hybrid operation in the future. This position will be required to report to the office periodically.

Evidence of COVID-19 vaccination will be required as a condition of employment. Reasonable accommodations will be considered as needed.

Position Summary:
The Data Analyst plays an essential role in developing the most effective means for enabling leaders and community partners to access and act on data from HMIS when addressing the issue of homelessness. The Data Analyst extracts, transforms, and analyzes data to be shared as raw details, reports, dashboards, and other visualization tools. The needs of the community are evolving, and the Data Analyst helps ensure that SSF shares data through accurate and innovative means. This position is a vital member of interdisciplinary teams within SSF and amongst community partners.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Data Transformation and Analysis
- Conducts complex queries and analyses using languages such as Python, SQL, and R and with tools such a Looker, Tableau, and Excel.
- Identifies and interpret trends in complex data sets.
- Develops and maintain queries, reports, and data feeds for internal and external users.
- Creates detailed reports and effective visualizations.
- Develops innovative means for sharing outcomes or findings.
- Develops content for an online reporting platform.
- Provides technical assistance and cross training to other team members.
- Maintain knowledge on current HUD data elements and requirements.
- Participates in meetings and business and data analysis activities with cross-functional teams to gather required and dashboard requirements.
- Other duties as assigned.

Relationship Building
- Works closely with internal and external users to maximize data effectiveness and develop reports that drive data-based decisions.
- Participate and, in some cases, lead data related meetings with both internal and external teams.
- Develop strong relationships with data-related vendors.
- Presents work and data outcomes in public forums as needed.
- Excellent people skills, specifically a capacity for collaboration and team problem solving.
- Strong written and verbal communication skills including the ability to express technical concepts clearly to both technical and non-technical audiences.
- Support the development of organization-wide data culture through knowledge sharing, coordination, and collaboration with other staff.

Data Analyst

Other Tasks
- Performs data entry as needed or required.
- Actively participates in staff and team meetings.
- Other duties as assigned.

Other Responsibilities
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

Ideal candidates will possess the following knowledge, skills and abilities:
- One to three years programming and report-writing experience.
- Experience with Structured Query Language (SQL); desired experience with R.
- Experience with Tableau or other visualization tools for creating visual representation of data.
- Desired/ or required experience with HMIS and Looker.
- Comfortable and competent with relational database management systems.
- Experience creating and maintaining technical documentation.
- Good working knowledge/ skills of Microsoft Office suites of products including Word, PowerPoint, and familiarity with high-level Excel formulas and features is preferred.
- Strong analytical and problem-solving skills.
- Excellent communication skills; ability to listen for and observe the needs of others and convey appropriate information in a clear and concise manner to groups with varying levels of technical expertise.
- Self-motivated with the ability to prioritize, meet deadlines and manage changing priorities in a fast-paced environment.
- Strong organizational skills and a strong attention to detail.
- Proven ability to be flexible and work hard, both independently and in a team environment.
- Willingness to work occasionally outside of normal business hours and to take on more responsibilities as assigned.
- A strong work ethic, adherence to data security and strong ethical standards are expected.

Education and/or Experience:
Bachelor's degree (B.A.) from four-year college or university; and at least one to three years related experience and/or training in Information Systems, Computing, Statistics, or other related fields. Additional years of relevant experience can be substituted for Bachelor's degree.

Compensation and Benefits:
Compensation range DOE.
Full-time, exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

To Apply:
If you qualify, please submit your application, cover letter and resume to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application HERE.

Data Analyst

The positon will be open until filled. Please do not contact Sacramento Steps Forward Directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agency please do not respond.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.