

FRIENDSHIP SHELTER, INC.
POSITION DESCRIPTION

Title: Data Associate

Reports To: Data and Compliance Administrator

General Responsibility: Generate template-based reports for stakeholders along the lines of the reporting schedule generated by the Compliance Manager and respond to all agency-wide on-the-fly data requests to ensure that data-driven decisions can be made based on accurate reports generated in a timely manner.

Duties:

- Generate all standardized and regularly scheduled reports including monthly program performance reports and monthly reports on annual assessment status for internal usage as well as HDAP, ESG, OCHCA BHP, Laguna Beach City reports, and regular grant reports
- Answer any incoming questions regarding programs or compliance data in a speedy and accurate manner
- Perform data entry and data cleanup tasks as they arise and report irregularities or inconsistencies to be addressed
- Run regular reports on data quality and report findings to Compliance Manager
- Assist the Compliance Manager in daily operational tasks and take on new duties as tasks become regularized
- Show adaptability to new situations as they arise and the ability to meet roadblocks and difficulties calmly, analytically, and with the kind of curiosity that enables complex problem-solving to occur

Requirements and Qualifications:

- Basic knowledge of Tableau and data standards or extensive experience with Excel and similar software and a willingness and ability to learn about data analysis and reporting in Tableau on-the-fly
- Adept with computers and information technology
- Ability to translate questions into data queries and, in turn, provide visualizations and insights that answer the original question
- A passion for helping people who are experiencing homelessness and basic knowledge of how to effect systems change through data insights
- Associate degree in related field or relevant experience preferred