



Data Analyst

DEPARTMENT: Program Operations

POSITION LOCATIONS: Atlanta, GA.

ACCOUNTABILITY: President of Program Operations

For 25 years Operation HOPE has been dedicated to empowering underserved communities through financial literacy, now our work encompasses more than financial education. Our work is about instilling knowledge and confidence in those we serve so they can experience, sometimes for the first time in their lives, financial dignity.

JOB SUMMARY

The data analyst collects, organizes, mines, analyzes, and audits large sets of data for impact reporting and operational optimization. The Data Analyst participates as a team member responsible for maintaining the integrity of client database information and provides executable and actionable recommendations for data migration best practices and field operations based on analytical findings.

DUTIES AND RESPONSIBILITIES

- Initiate and participate in data mining and reporting
- Audit and profile the data to assess the impact of poor quality data on the organization's performance and impacts.
- Conduct A/B testing based on different hypotheses that directly and indirectly impact operational key performance indicators.
- Create and support data visualization through operational and executive dashboards.
- Import/Collect, clean, convert and analyze data for the purpose of find insights and making conclusions.
- Design and develop relational databases for collecting data.

- Monitor the performance of data systems and if there are any issues then respond to the same.
- Keep a track of trends, patterns and correlation in case of complex data sets.
- Prepare concise data reports and data visualizations for the management that will help in decision-making process.
- Assist the data scientist in development of new analytical tools and methods as and when required.

REQUIRED SKILLS AND EDUCATION

- Bachelor's Degree
- Two or more years as a data analyst in related field
- Able to understand various data structures and common methods in data transformation
- Experience in basic statistical modeling and reporting
- Experience in SQL, relational databases, database concepts, dimensional modeling and database design
- Proficient in one or more programming languages: R, Python, STATA, SAS
- Experience with Caseworthy, SQL and Tableau

EEO STATEMENT

Operation HOPE is an Equal Opportunity Employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information or any other characteristic protected by law.

HOW TO APPLY

Please visit our website at: www.OperationHOPE.org and click on Careers.