

**TITLE:** Data Analyst

**Pay Type:**  Salary

**FLSA:** Exempt

**COMPENSATION**: $50,000.00 - $60,000.00

**REPORTS TO:** HMIS Director

**ORGANIZATION SUMMARY**

The Metro Dallas Homeless Alliance assists a continuum of programs working to end homelessness in Dallas and Collin Counties by providing community‐wide technical assistance and implementation of strategic systemic changes to build and effective homeless response system.

**POSITION SUMMARY**

MDHA is looking for passionate Data Analyst to join us in our mission of ending homelessness in Dallas and Collin Counties. Under Supervision of the HMIS Director, the Data Analyst will create visualizations of data to help drive action in the Community.

**Essential Functions and Responsibilities:**

* Develop dashboards and visualizations to support current projects
* Work with the customers in the community to understand their KPI’s and create reports accordingly
* Perform analysis of data related to priorities and projects with limited supervision of VP of Technology
* Supporting partner organizations in increasing their capacity and skill with data analysis
* Participate in CoC and HMIS Committee meetings and other project related meetings as needed
* Perform other duties as necessary and assigned

**Qualifications and Experience:**

* Must have experience with one or several interactive data visualization software (Tableau, Power Bi).
* Proficiency with data visualization techniques to effectively communicate findings to various audiences;
* Ability to balance multiple projects and be able to prioritize to meet deadlines, which can often be dictated by partner needs
* Solid communication and interpersonal skills; strong written communication skills—in email, Word, and PowerPoint
* Experience using Python, R, PostGIS, Postgresql, SQL, ArcGIS Pro, QGIS, Alteryx, or Tableau Prep to manage, clean, and analyze geographic, demographic, and timeseries data;
* Ability to collaborate across internal and external teams, stakeholders, agencies, etc. – without losing focus on measurable progress
* Knowledge of federal data systems, and an aptitude for learning state and local data systems
* Sound mathematical and statistical reasoning with the ability to clearly explain core concepts
* Desire to continuously incorporate feedback from the team and work with urgency, humility, and competing priorities; true team player

**Requirements:**

* Must have reliable transportation, valid state issued driver’s license and car insurance. Please note that travel is required on a limited basis
* Must be flexible to work at different sites as scheduled
* Limited requirements, must be able to maintain files and lift objects that weigh up to 25 lbs.

**Work Hours/Schedule**

MDHA considers normal hours of operation Monday – Friday from 8:00am-5:00pm. Some nights and weekend meetings might be required to meet the need of partner agencies, property owner schedules or to represent MDHA at community meetings. This fulltime position is mostly remote until further notice.

**COMPENSATION**

* The salary for this position is $50,000 - $60,000.
* MDHA will provide a laptop. We will additionally provide the applicant a phone and/or hot spot if needed.
* MDHA offers paid time off, 90% of employee, and 50% of eligible dependents, medical, dental, and vision insurance premium coverage. To apply
* MDHA offers 10 paid holidays and a generous PTO package.

**TO APPLY**

Please send your resume and portfolio of your data visualization work to Freda Nelms at Freda.Nelms@Mdhadallas.org.