

Position Title: Data Analytics Coordinator

Description:

Capture, analyze and report chapter data that will assist in guiding the ATD Board in an easy-to-consume format.

Time Commitment:

5 -10 hours per month

Key Competencies:

Detail-Orientation, Communication, Teamwork, Analytical Thinking, experience with Excel (required) and Power BI (preferred)

Primary Responsibilities:

- Collect and format data from a variety of sources into Power BI
- Maintain the integrity of data
- Analyze data trends and communicate implications for the organization
- Analyze the annual report data in a written report
- Work with staff and directors to display data for consumption by members and board members
- Facilitate requests for the transferring, movement, and/or transformation of data
- Ensure a secure and timely flow of data within, to and from the organization

Success Measures:

- Data is maintained and current
- Completing requests within a reasonable timeframe
- Membership trends are reported at least quarterly to the board
- Workflow for keeping member data up to date is defined and refined as data needs change
- Annual survey data is analyzed one month after survey is closed

Term: 1 year

Reports To: Director of Research

Voting Position: No

Supervisory Duties: No

Committee Members: No

Board Appointed: No

Privileges:

- Position listed on your resume and LinkedIn profile
- Opportunity to connect with ATDps members
- Potential for career pathing into future Board positions

Additional Expectations:

- Member of ATD Puget Sound chapter for term
- Meet success measures listed above