

Job Title: Junior Data Analyst			
Work Location: 6 N. 5 th Street Richmond, VA 23219			
Department: Admin			
Reports To: Director of Operations			
Work Environment: Traditional Office Environment			
Physical Demands: Work is performed mostly in an office environment and requires the ability to operate standard office equipment and keyboards.			
Pay Grade: 4			
Work Hours	Classification	Staff Supervision	Travel Required
<input checked="" type="checkbox"/> Full Time	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> Part Time	<input type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No

Position Summary:

This position supports the team at YWCA Richmond with data analysis, program outcomes tracking, and evaluation support. The role assists in generating insights that help inform program direction and funding opportunities by identifying trends and patterns in program data. The analyst will work on projects related to recording, tracking, and reporting YWCA client and early education program data. The position will support database users by helping update and maintain systems, improving internal reporting processes, and assisting in the development of documentation related to YWCA client data systems, processes, and procedures.

In collaboration with the Director of Operations, the analyst will contribute to efforts that will improve the efficiency and accuracy of data collection and reporting. This role will also assist with routine database management tasks and support the day-to-day operational needs of the division. The analyst will help coordinate aspects of the data collection and reporting process to ensure that organizational data needs are met and that reporting requirements for community stakeholders and funders are supported.

Role & Responsibilities:

Provide support to the Director of Operations, Sr. Director of Domestic & Sexual Violence Services, Sr. Director of Sprout Schools, Sr. Director of Philanthropy, and other key staff for functional tasks including but not limited to:

- Collect, organize, and maintain program and client data to support accurate and reliable reporting.
- Ensure data quality by performing routine data cleaning, validation, and consistency checks.
- Conduct basic data analysis to identify trends, patterns, and outcomes that support program evaluation and decision-making.
- Prepare regular reports for internal staff, leadership, and external funders using data summaries, charts, and dashboards.

- Translate data findings into clear, accessible insights for non-technical audiences.
- Assist with tracking program performance indicators and outcome measures to support grant and contract reporting requirements.
- Support data collection efforts related to program evaluation, funding requirements, and organizational impact measurement.
- Maintain and support database systems by assisting with data entry standards, system updates, and routine database tasks.
- Provide basic support and guidance to staff on database usage, data entry procedures, and reporting tools.
- Assist with importing, exporting, and managing data.
- Maintain documentation for data systems, processes, and reporting procedures.
- Review reports and datasets for accuracy and completeness while following established data governance practices.
- Protect confidential client and program information by adhering to organizational data privacy and compliance standards.
- Collaborate with program staff and leadership to understand data needs and support data-informed program improvement.
- Other duties as assigned by the Director of Operations.

Education & Experience:

- Bachelor's degree or equivalent experience
- (1) year of relevant professional experience
- Experience in business analytics or data science

Required Knowledge:

- Ability to analyze data sets.
- Ability to provide training and/or conduct presentations.
- Ability to create synthesized and impactful data visualizations across multiple projects for a variety of data sets and audiences.
- Knowledge of and commitment to YWCA Richmond's mission and vision.
- Excellent oral and written communication skills.
- Ability to develop and maintain networks and relationships.
- Ability to work with a diverse team.
- Close attention to detail with strong organizational and project management skills.
- Ability to track, meet, and maintain a variety of deadlines.
- Ability to work independently.
- Proficient in Microsoft Office Suite, Zoom

Staff understand the critical role volunteers play in achieving YWCA Richmond's mission and provide volunteers with appropriate support, respect, and communication.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.

The YWCA Richmond provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Employee Name Printed

Employee Signature

Date

Manager Signature

Date