Acclivus, Inc. is an intentional social network to serve vulnerable individuals, primarily those from communities who are disproportionately impacted by compounding barriers to health and success, by providing leveraging capital and coping capital to assist network members with personal and professional growth, and overcome common social challenges including but not limited to poverty, criminal backgrounds, or limited formal education. Acclivus organization aims to develop programs and advocate for social policy reforms that will decrease incarceration, enhance educational opportunities, employment, and self-employment opportunities for network participants.

Our mission: To support the success of Chicago area vulnerable individuals, primarily those who are disproportionately impacted by compounding barriers to success, and who have been disconnected from mainstream culture and the associated benefits therein. Resources and assistance are made available through crisis intervention, mitigating traumatic impact of negative life events, mobilizing social capital, community organizing campaigns, and advocacy. **Our vision:** To provide all individuals the opportunity to reach their full human potential regardless of their past misdeeds, disappointments, or challenges influenced by internal and external causes.

Job Description

Position: Data Analyst

Summary: Data Analyst analyzes the data needs of the agency and uses skills in coding to maintain secure databases. The Data Analyst uses their training in analytics and various coding programs to analyze information and draw conclusions based on their findings. Finally, the Data Analyst will assist with development and maintenance of data systems across the agency. Data Analyst reports to the Data Manager.

Duties and Responsibilities:

- Work with Data Manager and other agency leaders to identify opportunities for improvement
- Create reports for internal teams and/or external clients
- Collaborate with team members to collect and analyze data
- Use maps, graphs, infographics and other methods to visualize data
- Structure large data sets to find usable information
- Compile data for and within reports fro external submission, including without limitation compliance reports, annual reports, ad hoc briefing reports, etc
- Research and properly evaluate sources of information to determine possible limitations in reliable or usability, including publicly available datasets.
- Develop and maintain data systems within RedCap and other data systems as needed
- Prepare detailed reports for management and other departments by analyzing and interpreting data
- Train assistants, direct reports, management, and other members of the team how to properly collect, input, and analyze data collected
- Train and oversee training of direct service staff responsible for collecting and inputting program data
- Collaborate with academic partners and on research projects as applicable
- Other duties as assigned

Qualifications:

- Bachelor's degree or 3 years of equivalent experience
- Strong math and analytical skills are essential to complete job requirements successfully
- Ability to complete milestones and work toward multiple deadlines simultaneously
- Excellent multitasking skills and task management strategies
- Interpersonal and customer service skills are required when meeting with and interviewing potential clients
- Strong computer skills and ability to use necessary databases and software
- Confident in decision making and the ability to explain processes or choices as needed
- Experience working with private and sensitive personal information
- Able to compile and organize statistical information retrieved and present findings to management

Requirements:

- Work experience as a data analyst or in a related field.
- Ability to work with stakeholders to assess potential risks.
- Demonstrated experience in handling large data sets and relational databases.
- High-level written and verbal communication skills.
- Work experience as a data analyst or in a related field.
- Ability to analyze existing tools and databases and provide software solution recommendations.

Salary: Salary commensurate with experience.