



**Job Title:** Business Intelligence/Data Analyst

**FLSA:** Exempt

**Full time:** 40 hours per week

**Annual Salary:** \$ 70,000 to \$74,000 DOE

**Benefits:** Medical, Dental, Vision (with employer contribution), Flex, Life, 401k w/ match. Generous time-off & 11 paid holidays.

**Supervisor:** Chief Programs Officer (CPO)

**Position Description:** The Business Intelligence/Data Analyst's primary role will be to support organizational decision making, business development, monitoring, and reporting through data collection and analysis.

The ideal candidate will be passionate about the mission of Mama's Kitchen; possess a collaborative spirit and enjoy an open work setting; and incorporate the highest levels of ethics and professionalism.

**Primary Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the experience, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Data Collection and Cleaning:**

- Collect data from various sources including multiple internal operations management systems.
- Clean and validate data to ensure accuracy, consistency, and integrity.
- Identify and address data quality issues and inconsistencies.

**Data Analysis and Visualization:**

- Analyze large datasets using data analysis techniques.
- Create visualizations, reports, and dashboards to effectively communicate findings to stakeholders.
- Identify trends, patterns, and insights within the data.

**Performance Monitoring and Evaluation:**

- Monitor key performance indicators (KPIs) and metrics to evaluate the effectiveness of programs and interventions.

- Provide regular reports and updates to stakeholders on program performance.

### **Support Data-Driven Decision-Making:**

- Collaborate with cross-functional teams to identify data needs and requirements.
- Provide data-driven insights and recommendations to support strategic planning and decision-making processes.
- Conduct ad-hoc analyses to address specific research questions or operational challenges.

### **Data Privacy and Compliance:**

- Ensure compliance with data protection regulations, such as HIPAA, and maintain confidentiality of sensitive data.
- Implement data anonymization and de-identification techniques when necessary.

### **Continuous Improvement:**

- Stay up to date with industry trends, best practices, and emerging technologies in data analysis and healthcare.
- Explore new data sources and tools to enhance data collection and analysis capabilities.
- Identify process improvements and propose solutions to optimize data workflows.

### **Honor agency policies and procedures**

**Other Duties:** As assigned by CPO

### **Required Skills /Experience:**

- 2+ years' experience in the field of data analytics.
- Solid computer skills, including Microsoft Office Suite
- Strong analytical skills with the ability to work with complex data sets.
- Experience in data visualization using tools like Tableau and or Power BI
- R, SQL, Python, skills preferred.
- Knowledge of statistical techniques and methodologies.
- Familiarity with healthcare data and terminology is preferred.
- Excellent problem-solving and critical-thinking skills.
- Strong communication skills to effectively convey complex data insights to both technical and non-technical stakeholders.
- Attention to detail and a commitment to data accuracy.
- Ability to work independently as well as collaborate in a team environment.
- Able to work in multi-person and multi-activity office space
- Be able to lift 25/50 pounds.

**Education:**

- Master's degree in a relevant field such as data science, statistics, or public health.

Covid 19: We require all employees to be fully vaccinated and provide proof of vaccination upon hire.

Background Check: All employees are required to go through a yearly background check.

**Vision Statement:**

At Mama's Kitchen, we envision a community where all individuals with critical illnesses are no longer vulnerable to malnutrition.

**Mission Statement:**

Mama's Kitchen believes that everyone is entitled to the basic necessity of life – nutritious food. Our services improve the health and well-being of individuals and families vulnerable to malnutrition due to critical illness.

**Mama's Kitchen Core Values**

**Dignity and Respect:** Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers, and staff.

**Reliability:** Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other organizations.

**Integrity:** Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors, and staff. We pride ourselves in doing what we say we are going to do.

**Diversity:** Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

**Team Work:** Mutual effort and unity are the ingredients that allow our mission to succeed.

**Equal Opportunity**

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.

**Please send Resume and cover letter to [jobs@mamaskitchen.org](mailto:jobs@mamaskitchen.org)**