



Data Analyst: Research & Impact Position Description

Location: Irvine, CA
Reports To: Director of Strategic Initiatives
Status: Exempt/Salaried; \$66,560 - \$86,639/year (DOE and 4 or 5 day workweek)
Schedule: Monday – Friday; optional 4-day work week available; Remote
Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 15+ Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance and Employee Assistance Program paid for by employer.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank of Orange County that's exactly what you'll be doing. Every moment of your workday will directly impact our mission to provide food for those who need it, when they need it. **Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table.**

We are committed to living out the Food Bank's core values of Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship in pursuit of our mission.

About Second Harvest Food Bank of Orange County

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security for all members of our community when they need our help.

POSITION PURPOSE:

We are looking for a data savvy professional who can uncover and tell the story behind the numbers to both technical and non-technical audiences. This position will be responsible for researching, compiling, analyzing, modeling, and communicating purposeful data about food insecurity, community impact, and internal reporting. The ideal candidate will have strong technical, communication, and collaboration skills and a desire to use and understand both quantitative and qualitative data.

ESSENTIAL JOB FUNCTIONS:

- Gather and analyze internal, external, and public datasets including, but not limited to, demographic and socioeconomic data from the U.S. Census Bureau, California Department of Education, Feeding America, partner distribution sites, and any other primary or secondary sources.
- Proactively manage research relationships.
- Create visually compelling presentations, reports, diagrams, and other documentation to illustrate community impact challenges and solutions for both internal and external stakeholders.
- Manage the OC Hunger Map (GIS/ESRI); provide insights on improvements.
- Responsible for compiling and completing all Feeding America monthly, quarterly, and annual reporting including, but not limited to the NAR, QPR and Pulse Reports.



- In collaboration with a project team, create a Service Assessment Tool to better understand and assess barriers and gaps in service used to inform an operational response plan grounded in equity and impact.
- In collaboration with a project team, develop and analyze data from qualitative research techniques such as focus groups, interviews or surveys to understand neighbor needs.
- Actively participate and advise as a member of the Orange County Hunger Alliance.
- Consolidate, cleanse, design, create, and standardize internal reports for strategic initiatives and department KPI's using a variety of platforms.
- Advise on database/operational processes as they impact critical reporting.
- Create models to identify trends and track changes across time.
- Execute all other reasonable duties as assigned.

POSITION QUALIFICATIONS:

- 2 years' experience in data analysis, evaluation or data management is required.
- Bachelor's degree or equivalent experience in data analytics, statistics, social science research, or another related field.
- Have a proven track record and passion for analyzing, communicating, modeling, mapping, and visualizing purposeful data with a collaborative and systematic approach to your work.
- Have a keen eye for detail and work to ensure accuracy.
- Ability to accurately estimate workload and output; consistently meet deadlines.
- Proven experience with large structured and unstructured datasets for analysis
- Proficiency with Tableau/BI tools, database/CRM, GIS/ESRI software and Excel highly valued.
- Hands-on experience with data pipelines, ETLs, data visualization tools and statistical analysis software.
- Skilled in presenting to staff, board, leadership or other community groups as needed.
- Fluency in English.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Regularly required to stand, walk and use hands.
- Extended periods of sitting while working on computer.
- Remote position at home office.
- Occasional visits to community organizations in Orange County.
- Ability to visit Irvine office for internal meetings as needed.

Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer.

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