

**Job Title:** Data Analyst - Programs Department  
**Department:** Programs  
**Reports To:** Vice President of Programs  
**Classification:** Regular, Full-time, Non-exempt  
**Location:** Concord, CA

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### **Who We Are**

For over 45 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

### **About This Opportunity**

As a member of the Programs Team, the Data Analyst role involves analyzing community and partner-focused data, data collection systems and processes, identifying areas for improvement, and collaborating cross-functionally to deliver technology initiatives across the organization. This position is responsible for supporting the Vice President of Programs and the Programs team with data management, reporting organizational data for grants and communications needs, ensuring data accuracy, and driving data clean-up initiatives in support of strengthening our commitment to data quality best practices. This role requires skills in information gathering, critical thinking, process mapping, problem-solving, solution design, and data analysis.

### **Essential Duties and Responsibilities**

- Responsible for maintenance, accuracy, and optimization of Programs Data Dashboard and Programs Information Sheet
- Lead development and implementation of data-based projects including, but not limited to, Feeding America Member Data Sharing Dashboard project, Oasis Insights client data collection implementation project, and Healthy Eating Research nutrition guidelines implementation.
- Gathering data and conducting analysis in support of required grant spend deliverables.
- Facilitate Annual Agency Census and Client Surveys to better access our Network Capacity, opportunities within the Network, food preferences, and the neighbor experience.
- Develop metrics to provide measurement of Programs goals, objectives, and impact towards mission, as well as reveal gaps and unmet needs.
- Use a variety of software programs to analyze data including Excel, Tableau, PowerBI, Jet Reports, Jet Analytics, Ceres and the Dynamics 365 Business Central environment.
- Build and execute test plans of changes and new development including, but not limited to, creating test scenarios, execution of unit testing, integration testing, and user acceptance testing.
- Collection, review, and analysis of food distribution data
- Monitor and analyze Excel spreadsheets for tracking Direct Service and Network Partner monthly distribution and clients served statistics.
- Develop and implement quality control procedures, write training materials, and train staff in accurate data entry processes and reporting.
- Lead or support projects to implement changes in business processes, ensuring projects are completed on time and to a high standard.

- Proactively manage change, with attention to transparent communication at all levels
- Provide limited data entry.
- Represent FBCCS at Feeding America and regional Data and Network groups
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree in Data Analytics, Business Management, Economics, Information Science, or related field preferred.
- At least 3 years' experience as a business analyst with focus in data analysis, project management, and process improvement
- Passion for data analytics
- Strong proficiency with DAX, SQL, and Microsoft Office Suite (Word, Excel, PowerPoint) required.
- Genuine interest in the mission and activities of the Food Bank of Contra Costa and Solano
- Demonstrated project and/or system leadership plus data management and analysis in a previous role.
- Stellar organization and time management skills, including ability to manage multiple projects and tasks simultaneously.
- Strong knowledge of project management principles including development and coordination of plans, communication, collaboration, and time management
- Ability to generate and manipulate complex large data sets, draft general correspondence, and produce standard operating procedures.
- Ability to work independently, take initiative and assume responsibility for new and emerging projects while meeting deadlines.
- Proven track record working in a collaborative team environment with people of diverse and multicultural backgrounds and circumstances
- Strong critical thinking, problem-solving and decision-making skills. Ability to thrive in a fast-paced environment where limited standardization exists.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

### **Additional Information**

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

### **Compensation and Benefits**

This is a full-time, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$38.49 per hour.

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b) employer matching, and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

### To Apply

Please send your resume and any supporting documents to [hr@foodbankccs.org](mailto:hr@foodbankccs.org) with the subject line: "Data Analyst - Programs Department." Email submission is preferred.

Or by mail to:

Food Bank of Contra Costa and Solano  
Attn: Human Resources  
4010 Nelson Ave  
Concord, CA 94520

FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.

We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

For more information about us, please visit: <http://www.foodbankccs.org/careers>