



Job Title: Data Analyst

Do you have a passion for data and a desire to make a real impact?

The Partnership Center, Ltd. (PCL) is seeking a skilled Data Analyst to join our team. In this full-time position, you will play a critical role in extracting, analyzing, and reporting on data about projects assisting people experiencing homelessness.

About PCL

PCL is a mission-driven organization dedicated to empowering people to solve complex social problems. We achieve this by providing clients with reliable data and tools, fostering a culture of creative problem-solving, and valuing the power of lived experience. We are an equal opportunity employer committed to diversity, equity, and inclusion.

Key Position Responsibilities:

- **Data Analysis:**
 - Utilize Sage HMIS Reporting Repository to extract and analyze data on HUD homeless programs.
 - Develop and maintain Microsoft Power BI queries to create insightful reports and dashboards.
 - Translate complex data into clear and concise reports and presentations with actionable recommendations to improve program performance.
 - Develop reports focused on Youth, Unsheltered and Rural homelessness, Coordinated Entry, HMIS, and program activities to measure outcomes.

- **Sage HMIS Reporting Repository Support:**
 - Assist the Sage Administrator with user support, including managing accounts and responding to inquiries.
 - Collaborate with the Sage Administrator to answer data and functionality related questions.
 - Participate in Sage-related training to stay up to date on the latest functionalities.
 - Work with the Sage Administrator and programmers to test new and existing functionalities within Sage.
 - Support source data uploading to ensure data accuracy.

- Provide reporting specifications for in-house developers.

Preferred Qualifications:

- Bachelor's degree in data science, Quantitative Analysis, or a related field (or equivalent experience).
- Advanced proficiency in Microsoft Power BI and Excel, including advanced formulas, query development, and data manipulation techniques.
- Experience with Microsoft SQL Server a plus.
- Experience in research a plus.
- Positive attitude, strong written and oral communication skills, and excellent time-management skills.

Benefits:

- Competitive salary and benefits package.
- Be part of a dynamic and mission-driven environment that values your skills and contributions.
- Work in a collaborative and inclusive team.

To Apply:

Please submit your resume and cover letter outlining your experience and qualifications for this position.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

NOTE: This position description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.