

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” Our **Mission** is “Uniting People with Opportunities.”

About this position:

The United States Congress appropriated \$2.2 trillion dollars to aid US citizens and business through the Coronavirus Aid, Relief and Economic Security (CARES) Act. An appropriation from the Act was set aside for Community Action Agencies across the country to address local community challenges resulting from the pandemic.

UPO Workforce Institute (WFI) is seeking an energetic and experienced individuals to join our dynamic team. The ideal candidate must be a self-starter able to work in a fast paced, ever changing work environment, a team player and able to work independently with minimal supervision. This future employees will be expected to deliver a high level of customer support and service to both internal and external WFI customers. The final candidates will need to have the right complement of skills and personality.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Data Analyst (CARES Act/Stimulus Project)
DIVISION/OFFICE: Executive Office – CARES Act Stimulus Project
BULLETIN No: 04052021
SALARY RANGE: (Commensurate with Experience)
OPENING DATE: May 18, 2021
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Responsible for program and operations data integrity inspection, and data analysis of all data entered in client data tracking information systems used by UPO and the CARES Act Program. Complete desk audits, on-site data verification, periodic data deep-dives. Develop presentations, reports and spreadsheets that provide operational and administrative insight to UPO’s leadership team. Train and coach staff to use data systems and tools, manage and execute the annual setup in UPO’s Central Client Database for the CARES Project and Project Tracking system for all programs. Extract data from all systems used for the purpose of agency level aggregation and fulfilling internal and external data requests. Develop and maintain dashboards and report templates for use agency-wide, supporting the Project Director and the CARES Act team. Provide preparation of the agency’s monthly reports, annual report, weekly report and the funding reports as well as other specific reports required by funders and for stakeholders. Create and identifying tools to improve the efficiency of data entry and compliance reporting. Prepare and analyze data for internal and external monitoring and evaluation activity.

Vacancy Announcement
Data Analyst /CARES Act/ Stimulus Project
Page Two

BRIEF DESCRIPTION:

Essential functions are the basic job duties that an employee must be able to perform satisfactorily with or without a reasonable accommodation. Conduct onsite compliance monitoring and outcome evaluations of assigned internal and/or external programs through the CARES Act. Document program compliance with funding agreements. Provide the organization's decision-makers with accurate, practical and useful information (both quantitative and qualitative) in a consistent, timely and cost-effective manner. Conduct periodic staff and/or board presentations as assigned or deemed necessary. Work closely with the CARES Act monitoring team to analyze outcome performance and provide technical assistance to program staff in areas of operational weakness and address operational deficiencies. Monitor program components for compliance with applicable standards, agreements, and regulations. Identify items or areas of noncompliance and develop recommendations for immediate corrective action. Follow-up on recommendations at the end of the corrective action period and document compliance or the lack thereof. Audit staff data entry and provide feedback on accuracy, frequency and substance of entries. Train agency staff and partners to use monitoring and evaluation data for program improvement. Document and present program results and lessons learned to management, clients and other stakeholders. Prepare written, edited and grammatically correct reports following each monitoring visit, desk audit, program analysis, data analysis or program evaluation. Reports must detail process followed, findings, results and investigation findings. Determine accuracy of information and calculations and document problems identified. Create a monthly and annual monitoring and audit plan/schedule. Ensure that program monitoring activities are structured so they can become a part of the agency-wide evaluation and monitoring plan. Provide management with updates on program evaluation activities. Assess the effectiveness of specific/special programs, initiatives and policies. Identify similar programs, methods and alternatives for comparison and recommendations for action, revisions or improvement. Examine supporting documentation to establish sources and verify compliance with contracts as well as with other agreements, policies and appropriate regulations. Provide support for the development of measurement tools and provide instruction on their use. Assist staff in developing appropriate objectives and indicators to measure effects of interventions. Participate in creating and implementing community-based and customer-focused evaluations and systems that enhance the organization's capacity to use data to improve operational efficiency and effectiveness as well as to help more customers become self-sufficient. Outline areas of critical risk, alert management and follow-up on corrective action to ensure compliance. Identify areas in need of improvement and assist with development of strategies to facilitate excellence in management and operation of all agency components. Analyze UPO customer feedback and document findings in analytical prose accompanied by appropriate use of charts and figures.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public/business administration, social sciences, public policy or management information systems. Two (2) years of increasingly progressive data and impact analysis. Original analysis, program monitoring or evaluation experience, including program and evaluation report writing. Familiarity with the social and economic issues facing the low income and special populations including those of diverse cultural backgrounds. Experience in Community Action and/or childcare, programs, i.e., Head Start. Travel to various sites by personal vehicle or public transportation will be required for the purpose of conducting onsite monitoring of programs.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Ability to effectively use Microsoft Office programs. Possess effective organizational and professional communication skills, both written and verbal.

DESIRED QUALIFICATIONS:

Two (2) or more years of relevant work experience. Extensive use of quantitative analysis in Excel and other reporting tools. Clear and effective written and spoken communication skills. Solid and measurable track record documenting program/project effectiveness as well as analyzing data with the goal of drawing inferences to advise executive teams and to inform stakeholders.

OTHER REQUIREMENTS:

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This position IS NOT covered by the Collective Bargaining Agreement with the CWA Union.

[This position is funded by the CARES Act Stimulus project and will end 9/30/2022.](#)

ALL VISITORS TO UPO FACILITIES WILL BE SUBJECT TO TEMPERATURE SCANNING.

ALL VISITORS TO UPO FACILITIES

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities.**

To be considered for this position:

Submit your cover letter and resume to upojobs@upo.org