



Data Analyst Volunteer

Primary Responsibility: Track, organize, troubleshoot and analyze data for WFD program (and others). Deliver information about job types, the progression of workers through the Entrenamiento & Capacitaciones.

Time: 25 hr/month, variable.

Location: Some time weekly at MLK Jr. Worker Center at 240 NE Martin Luther King Jr. Blvd. Most work can be done at home or anywhere with good communication.

Requires: Spreadsheet management, database management, pivot table, emailing, WhatsApp/texting, reporting skills, system design, and intervention. Some data analysis or database management would be ideal. Some print design with Word or Google tools would also be great.

Workflow: Collect and track data in spreadsheets related to the workers' skill development, and report to stakeholders - WFD, DLC, ED, and others. Report and present data in various formats and venues. Analyze Machete data. Look for trends and suggestions about where to focus and tune up training programs, outreach/marketing activities.

Works With: Activities, Dispatch, Work Force Development, MLK Jr. Director, DLC, Development, Communications, ED.