Organizational Development Data Analyst

US-CA-Santa Ana - Home Office   2022-1815

Category   Full-Time

Overview

Organizational Development Data Analyst

Founded in 1997, Think Together partners with schools to change the odds for kids by providing award-winning programs during and outside the school day. We're one of California's largest nonprofits working in school districts from San Diego to San Francisco. Whether you're interested in early learning, elementary, middle or high school, you can invest in your community by working at a local school or working within our home office providing support!

GENERAL PURPOSE OF JOB:
Under general supervision of the Director of Organizational Development, the Organizational Development Data Analyst performs a variety of tasks with the objective of supporting the analytical data and reporting of the Organizational Development Team and key internal stakeholders. This position applies a comprehensive understanding of the organization learning management system and advanced knowledge of software programs to assist in the full scope data management systems. The Organizational Development Specialist is responsible for the full scope of operational data systems specific to the learning management system and induction processes. This position works with multiple internal departments/contacts, and prepares reliable, detailed, and accurate development data pertaining to learning and development.
You will commit to putting Think Together values first, cultivating leaders, creating a learning culture, helping everyone become a team player, seeing change as an opportunity, creating space to find good ideas from everywhere, and following-up and following-through.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Lead and support the data management and operations of the Learning Management System (LMS) and induction processes in gathering, analyzing, and interpreting data.
• Project Manage and partner with the LMS vendor in troubleshooting technical and reporting support for the department.
• Use demonstrated knowledge of software programs such as Microsoft Office 365 Suite, to produce high quality data.
• Collaborate with Organizational Development Specialist to provide the necessary training and coaching in analyzing and interpreting data.

• Creation and ongoing support in development of comprehensive data reporting and visual data tools. Use of graphs, infographics, pivot tables, charts, etc. to visualize data and support data systems/process related conversations and projects.
• Interpret data using statistical techniques specific to learning and development.
• Lead and manage compliance credential module within the learning management system, including comprehensive organization wide reporting.
• Create presentations and reports to support data findings, recommendations, patterns and trends in analyzed data.
• Provide open and honest communication with the Director of Organizational Development, other departments, and regional teams.
• Manage ad hoc projects such as culture, home office, and necessary operations.

MINIMUM QUALIFICATIONS:
• Bachelor's Degree required
• Knowledge of data operations and best practices
• Prior field experience working in an expanded program desired
• Previous work experience with Think Together and knowledge of the Organization preferred
• Minimum of 2 years of data analysis experience
• Intermediate to expert LMS knowledge required

SKILLS KNOWLEDGE and ABILITIES:
• Advanced level experience with Microsoft Word, Excel, PowerPoint, Outlook, Zoom and Adobe Acrobat Pro.
• Ability to adapt and learn new content and technology (webinars, software).
• Reporting and data visualization skills; strong analytical skills
• Detail oriented, problem solver, organized, and thorough before making final decisions.
• Comfortable in an online environment.
• Oral and written communication with executives, managers, staff, clients and vendors

COMPUTER & EQUIPMENT SKILLS:
• Intermediate to Advanced Microsoft Office 365 Suite (Word, Excel, Powerpoint, etc.)
• Email, internet, website and social media platforms
• Use of typical office equipment

Think Together is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, gender expression, pregnancy, childbirth or related medical conditions, religious creed, physical disability, mental disability, age for individuals age 40 and over, medical condition (as defined by state law (for example, cancer or genetic characteristics or HIV/AIDS), marital status, military and veteran status, sexual orientation, genetic information, citizenship status or any other characteristic protected by federal, state or local law. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.