DCCoalition
Against Domestic Violence

Position: Data Analyst
Supervisor: Programs Director

Project Summary:
The DC Coalition Against Domestic Violence (DCCADV) is the District of Columbia's "statewide" coalition supporting initiatives and organizations serving victims and survivors of domestic violence. DCCADV was established in 1986 to unify local efforts into a single force to eliminate domestic violence in the District of Columbia.

DCCADV's mission is to build a community where domestic violence is replaced with human dignity. We advance our mission through advocacy, community education, public policy, training and technical assistance, resource sharing and research.

Position Summary:
Under the direction of the Programs Director, the Analyst will administer, monitor, review, and analyze data collected via the Osnium WS Database and provide maintenance and technical assistance to member programs. The ideal candidate will have the ability to generate data reports and create and maintain visualizations of key outcomes through understanding of the organization, field, and needs of staff.

Responsibilities include:
- Monitor performance of database systems and programs
- Conduct basic to advanced data analysis
- Prepare presentation-quality charts and tables to include in project reports
- Assist with writing and proof-reading project documents and Power Point presentations
- Coordinate with project stakeholders via phone and email
- Conduct reviews of published empirical literature, technical reports, and white papers to support project needs
- Provide logistical and coordination support for project activities
- Represent DCCADV at targeted events, meetings, or conferences as needed
- Provide technical assistance by responding to inquiries from member programs regarding errors, problems, or questions about databases and programs
- Other duties or tasks as assigned by Programs Director

Qualifications:
- Demonstrated commitment to social change and community mobilization with knowledge of dating violence, domestic violence, sexual assault, and stalking
- Bachelor's degree and undergraduate coursework in any major or majors that reflects academic rigor, the ability to think critically, write well, and effectively manage multiple tasks concurrently
- Self-driven with strong analytical and problem solving skills
- Excellent oral, written, and interpersonal communication skills
- Strong organizational skills
- Ability to work independently and in a team environment
- Expertise in MS Word, Excel, and PowerPoint required
- The ability and confidence to learn new skills and acquire content knowledge quickly and independently

Additional Information:

- Supervisory Responsibilities: None
- Equipment To Be Used: Phone, Computer, Osnium WS Database
- Typical Physical Demands: general office duties

To apply, please submit cover letter and resume to Liz Odongo at lodongo@dccadv.org. No phone calls please.