brighterbites®

JOB ANNOUNCEMENT
Data Analyst, (Full-Time)

About Brighter Bites
Brighter Bites is a nonprofit that creates communities of health through fresh food with the goal of changing behavior among children and their families to prevent obesity and achieve long-term health. Brighter Bites is an evidence-based, multi-component elementary school, preschool, and summer camp program that utilizes reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food. To learn more about Brighter Bites visit https://brighterbites.org.

Role
The Brighter Bites Data Analyst will assist with the standardization of data collection, management, and reporting for Brighter Bites program implementation. This will include but is not limited to testing and documenting data interfaces, drafting protocol for data collection, updating surveys, ensuring data quality by running reports and task automation tools, responding to and resolving data requests from Brighter Bites staff, and assisting in the development and testing of new database objects.

Position Description
- Provide support for and maintenance of existing Brighter Bites databases and software.
- Create and maintain reports for internal and external use.
- Coordinate and collaborate across departments, sites, and organizations regarding Brighter Bites data and applications.
- Assist with documenting and managing all measurements of Brighter Bites program implementation.
- Work effectively with local and remote employees.
- Track Brighter Bites program components by maintaining accurate data and reports for each site.
- Collaborate with Brighter Bites team on development, implementation, and management of program policies and procedures.
- Interact with the public and/or external organizations to facilitate data collection in an efficient manner.
- Take initiative to solve any data issues presented by Brighter Bites staff or escalate as necessary.

- Prepare and deliver presentations at professional meetings as assigned.
- Stay educated through certifications and approved materials on data analysis techniques and database technology.

Requirements
- A passion for Brighter Bites' mission and research objectives.
- Education: Bachelor's degree in any statistical, Information Systems, or mathematics field, or social sciences (with experience in data management)
- Experience: Minimum 1 year experience with digital data management, preferably in a research or IT setting.
- Must have experience with Power BI (minimum 1 year)
- Microsoft Power Automate (Flow) experience a plus.
- Must have problem solving skills and willingness to learn new technology
- Must have minimum basic knowledge of Microsoft SQL and be able to write simple and complex queries.
- Strong knowledge of relational databases and visualization types
- Innate ability to stay organized and transition work within a small team.
- Must have basic knowledge of creating complex digital forms/surveys.
- Excellent oral and written communication skills.
- Must be comfortable with software and technology for the purposes of troubleshooting software, coding, and hardware.
- Experience using Microsoft Excel to create visuals, pivot tables, validate data, and provide data to users in clean format.
- Strong attention to detail.
- *We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.*

To apply, please send resume and cover letter to
oria.oyedemi@brighterbites.org
with "Data Analyst" in the subject line.