JOIN OUR COLLECTIVE!

Position: Program Analyst, Capacity Building
Hours: Part time to full time, depending on availability
Location: 3518 S Edmunds St (Columbia City) with potential for remote
Part Time Salary: $25,000 to $40,000/year DOE and schedule (hours per week), with opportunities for growth
Full Time Salary: $50,000 to $65,000/year DOE, with opportunities for growth
Benefits: Stipend for medical insurance for FT employees

JOB SUMMARY/OVERVIEW

As a member of our team, you will provide data capacity building support as a consultant to community-based organizations around King County who serve children, adults and families. Currently, most of the programs we serve work in the areas of early learning, doula services, home visiting and parenting classes. To learn more about our work, our approach and our values, see our website at www.thecapacitycollective.org.

JOB DUTIES

- Meet with a wide range of individuals and groups, in person and virtually, with a high level of cultural humility and respect for lived experiences;
- Assess individual- and organizational-level capacity to collect, store, analyze and disseminate data that can secure and maintain funding and meaningful programs;
- Support individuals and organizations in setting and achieving data-related goals;
- Support individuals and organizations in reviewing their data and evaluation tools and processes to find opportunities for improvement;
- Providing training and coaching in data-related processes, procedures and platforms;
- Conducting research as needed to determine best ways to support the unique data-related needs of diverse communities;
- Develop research and evaluation tools, such as survey questionnaires, forms, and procedures for gathering and processing data;
- Maintain electronic files and records, databases, and/or computer tracking systems for project documentation and monitoring;
- Schedule, coordinate, facilitate, and plan for meetings, including managing calendars, preparing agendas as needed, and hosting both in-person and online; and
- Developing and documenting new processes as needed.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS

- Ability to quickly adapt to changing priorities
- Ability to work and manage multiple projects with minimal supervision
- Experience (lived and/or working) with immigrant and refugee groups
- Understanding of systemic inequalities, and commitment to anti-racist practices
- Written and oral communication and presentation skills

REQUIRED QUALIFICATIONS

- Intermediate to advanced experience with Excel and/or Google Sheets
- Experience with basic to advanced Data Visualization (charts, graphs, infographics, etc.)
- Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook
- Google Drive Suite, including Google Docs, Sheets and Forms
- Experience with qualitative and/or quantitative research methods (such as surveys, focus groups, and/or interviews)

DESIRED QUALIFICATIONS

- A Master's Degree in a human service field (e.g. sociology or social work) and/or a combination of experiences. We acknowledge unequal access to education; Individuals with lived experience are encouraged to apply.
- Knowledge of and/or experience with Program Evaluation
- Project Management Platforms like Trello, Basecamp or Microsoft Teams
- Data Visualization Platforms like Power BI or Tableau
- Virtual Conferencing Platforms like Zoom, Skype, Microsoft Teams or Google Hangout
- Experience training, coaching or teaching others
- Experience with (or interest in) Client Management Services platforms like Apricot, Sumac, ETO or Salesforce.
- Knowledge of (or interest in) early learning, doula services, home visiting, infant mental health, and/or parenting education
- Experience with using data for advocacy and/or grant writing
- Program/Project Management
- Experience (or interest) in database administration is not required, but a plus
- Skills in languages such as Arabic, French, Korean, Spanish or Somali not required, but a plus.

WORK SCHEDULE AND LOCATION

We are generally available to our clients during the times they work, which is usually Monday through Friday during standard business hours. Overall, there is a lot of flexibility, and work is completed in our office in Columbia City, or from home. As COVID-19 restrictions evolve, we hope to be able to meet clients in their offices, which are largely concentrated in South Seattle and South King County.

ABOUT THE CAPACITY COLLECTIVE

We imagine a just future, where community-based organizations have the skills and resources they need to capture, analyze and share their own stories. We recognize that many social inequities are mirrored in the nonprofit sector, with larger organizations better positioned to secure sustainable funding than their smaller counterparts, which are often organizations serving and led by members of marginalized communities. Our goal is to build the capacity of smaller and grassroots organizations to better compete for funding, while also creating programs that are responsive and meaningful to the communities they serve. We believe people are the experts of their communities and experiences; we strive to share our expertise in data and evaluation in ways that can

support the missions of community-based organizations in the short term and transform the nonprofit sector in the long term.

We encourage people of all backgrounds and identities to apply, including Black, Indigenous and People of Color, immigrants, refugees, women, LGBTQ+, people living with disabilities, veterans, and people who have experienced incarceration.

APPLICATION PROCESS

Please submit (1) a resume, (2) a cover letter and (3) three professional references by 9:00pm on October 23, 2020 to meredith@thecapacitycollective.org. In your cover letter please briefly address each of the following:

- Why are you interested in The Capacity Collective? How do you see yourself contributing to our vision and mission?
- What is your experience with non-profits and/or community-based organizations?
- How do you see the roles of equity and justice in data?

Optional: If possible, please include an example of a data-related tool, data report or data visualization you have created (if co-created, please describe your contributions). This could be a spreadsheet, a survey or other research instrument you created, something you made for a grant proposal, or something else that shows off your ability to organize complicated projects/information.

CONTACT

If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application process, or if you have questions, please contact meredith@thecapacitycollective.org.

TENTATIVE TIMELINE (SUBJECT TO CHANGE)

DEADLINE	REVIEW	INTERVIEWS	NOTIFICATION
10/23/2020	10/26-11/6/2020	11/9-11/20/2020	12/1/2020