



Program Data Analyst

Who We Are:

JoyRx Heals All.

At Children's Cancer Association (CCA), we believe Joy is an unlimited resource and undeniable right. We champion purple, but know Joy heals young patients of all colors, no matter what language they speak, where they hail from, or live—ensuring all have equal access to no-cost, Joy-based programming.

We champion our team of unique individuals to feel empowered and bring their full, authentic selves to the workplace, regardless of how one identifies.

At CCA, we know it takes more than medicine to treat cancer and serious illness. When a child is facing life's most challenging moments, it's not enough to try to fix their body—we must also help them heal emotionally.

For over 25 years, CCA has delivered programs to help young patients find their Joy. JoyRx® programs feature music, mentorship, and nature to create feel-good moments for seriously ill kids and help them positively shift their mood to relieve the sadness, anxiety, and isolation experienced during lengthy treatments and hospitalizations—transforming their pediatric healthcare experience.

Who You Are:

You are a highly detailed, organized, and experienced Data Analyst. The Program Data Analyst is responsible for department-wide data management including managing data collection processes, supporting data analysis, and maintaining program reporting. In the first year, this position will assist in the implementation of a new program data management system and continue to oversee its design and maintenance. Ideal candidate should have experience with data visualizations as well as a minimum of 2-5 years of previous experience working in a program centric non-profit role. The Program Analyst reports to the Senior Director of Programs.

Essential Functions

- Takes an active role during the design process of data management (Apricot 360 from Social Solutions) to ensure functionality and usefulness for programs
- Analysis of data for program quality and design
- Manage distribution of and data collection for all stakeholder surveys
- Maintain and update data visualizations and create of new reports as requested
- Maintain all program data collection tracking processes
- Provides ongoing support and training to staff around program data management system
- Review and provide guidance to Department leadership to ensure programs are impactful and relevant



- Schedule, coordinate, and facilitate program progress review meetings to determine advancement toward goals, sustainability, need for improvement
- Respond to organizational data requests
- Assisting in the development of additional program reporting and data presentations as needed

Skills

Any skills gained through education, work experience (including the military) or life experience that are relevant for this position. Be sure to describe any transferable skills in your application and clearly explain how they apply to this position.

- High attention to detail, organized, and resourceful
- Strong Excel, Word, and Outlook skills
- Analytic experience a plus
- Experience with data visualization software (e.g. SAP BI, PowerBi, Tableau)
- Strong written and verbal communication skills
- Ability to maintain confidentiality
- Ability to work well in a team environment

Education & Experience

- Bachelor's degree or combination of education and relevant experience is required
- 2-5 years previous experience in a program centric non-profit role
- Experience working with children and/or families from various backgrounds
- Experience working with data collection and reporting, preferable with familiarity with SQL based software.

The Children's Cancer Association will consider work, volunteer, academic, and life experience as we evaluate candidates for the skills needed to be successful in this position.

Competency Requirements:

- **Planning & Organizing** – Prioritize multiple tasks and maximize use of available time to ensure work is accomplished efficiently and accurately.
- **Active Communications** - Create an open and accessible environment that encourages flow of information and values continuous information exchange.



- **High Standards** - Ensure exceptional quality and necessary attention to detail.
- **Initiative** - Be proactive not reactive, make things happen.
- **Relationship Building** – Establish and maintain productive relationships with children, families, partners, and staff. Initiate contacts readily.
- **Written Communication** - Composes informative and convincing documents. Uses the written language to convey substance and intent with accuracy.

Work Environment

CCA offers a hybrid work environment with both onsite (professional open office environment) days (Tuesday/Wednesday/Thursday) and opportunities to work remotely Mondays and Fridays.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without a reasonable accommodation.

Due to the nature of CCA's work with immunocompromised children, it is our responsibility to take every precaution possible to protect the health and safety of the children and families we serve. All CCA employees, regardless of work location, are required to receive COVID-19 vaccinations as recommended by the CDC, including any future boosters, unless a reasonable accommodation is approved.

Frequently operates a computer and other office equipment, such as a calculator, copy machine, and computer printer. This position requires the ability to perform basic math and speak, hear, write, and read English; occasionally and/or move up to 20 pounds.

Travel

This position may require occasional travel within the Portland Metro area.

Compensation:

CCA is a growth organization that looks for team members to grow with it. CCA offers a generous total rewards package, casual work environment and an inclusive culture. No matter the role, every CCA role shares one galvanizing message, to bring joy, comfort and inspiration to every child or teen in their moment of need.

Competitive benefit package and salary between \$50,000-55,000/year.

Generous benefits, including:

- Subsidized medical, vision, dental and alternative care benefits;



- PTO & nine paid holidays;
- Voluntary short- and long-term disability;
- Flexible spending and HSA plans;
- 401(k) with 3.5% CCA match;
- Paid four-week sabbatical after eight years of service;

Application Guidelines:

Complete the [application](#) through our application portal and answer the following two questions in your cover letter:

1. Tell us how your previous work history has prepared you for this role
2. Provide salary expectations

Position Type/Expected Hours of Work

This is a full time (40 hours/week) exempt position. Some flexibility in hours is allowed; days and hours of onsite work are generally Monday through Thursday, 8:00 am – 5:30 pm and Friday 8:00 am – 12:00 pm. This position requires at times evening hours and weekend work.

General Information:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position. Job duties may change at any time with or without notice.