



## **Program Data Analyst & Coordinator Job Description**

### **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 Program Data Analyst & Coordinator. The Program Data Analyst & Coordinator is responsible for program wide data management including managing data collection processes, supporting data analysis, and maintaining program reporting. This position also supports administrative duties for the Program Department as needed. Ideal candidate should have experience with PowerBi as well as a minimum of 2-5 years of previous experience working in a program centric non-profit role. This position requires weekday and some weekend work as needed. The ideal candidate must be flexible. Lastly, the Program Analyst & Coordinator reports to the Senior Director of Programs.

### **Essential Functions**

- Manage distribution of and data collection for all stakeholder surveys
- Maintain and update PowerBi data visualizations and contribute to development of new reports
- Respond to organizational data requests
- Assisting in the development of additional program reporting and data presentations as needed.
- Maintain all program data collection tracking systems
- Contribute to development of new program data monitoring and tracking systems.
- Additional support to program department as needed across all program teams, including communicating with families, supporting events, and managing supply inventories.



### **Skills**

- High attention to detail, organized, and resourceful
- Strong Excel, Word, and Outlook skills;
- Analytic experience a plus
- Experience with PowerBi
- 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

### **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**

This position is currently remote based on Multnomah County health requirements. Once office restrictions are lifted, this job operates primarily in a professional office environment but may be required to perform job duties outside of the typical office setting on occasion.

### **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.



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 outside 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 hourly rate started at \$18/hour.

Generous benefits, including:

- Medical, vision, dental and alternative care benefits;
- PTO & nine paid holidays;
- Voluntary short- and long-term disability;
- Flexible spending plan;
- 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) non-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.