



Program Data Analyst

Position Summary: The Program Data Analyst is responsible for the oversight of all program data including system management, collection, reporting and analysis. This person assists in the development of the annual work plan, and assures compliance with all governmental and agency regulations and policies related to data collection and management. The Program Data Analyst directly reports to the Executive Director.

Qualifications: Master's degree in Human Services, Education or related field, and two (2) years of full-time data management experience in a health, mental health or alcohol, tobacco and other drug abuse services related field.

OR

Bachelor's degree in Human Services, Education or related field, and four (4) years of full-time data management experience in health, mental health or alcohol, tobacco and other drug abuse services related fields.

- Credentialed Prevention Specialist or Credentialed Prevention Professional preferred (CASAC acceptable)
- Knowledge of alcohol and other drugs use/abuse and prevention preferred
- Highly skilled in oral and written communication and experience presenting in front of both large and small groups
- Knowledge of local, statewide and federal funding sources, and experience writing, reporting for and managing grants
- Computer literacy with knowledge of SPSS, Access, Excel, Microsoft Word, PowerPoint, Publisher and/or similar programs

**Excellent Benefits Package

Please send resume and cover letter to jobs@thepreventioncouncil.ec.org

NO PHONE CALLS PLEASE