



Monarch Housing Associates CoC Data Analyst Job Description

Board of Trustees

Marcus Randolph
Chair

Laverne Williams
Vice-Chair

Laura Rodgers
Treasurer

Sharon Cockey
Secretary

Maryanne Guenther
Robert Kley
Minoska Mateo
Hasan Pride
Floyd Slaten
Zakiyyah Wilson

Staff

Taiisa Kelly
Chief Executive Officer

Asish Patel
Chief Operating Officer

Monarch Housing Associates, a statewide non-profit consulting firm dedicated to developing affordable and supportive housing as well as ending homelessness in New Jersey, is seeking a Continuum of Care (CoC) Data Analyst to support Ocean County with their efforts to end homelessness.

General Description:

To enhance the planning activities of local communities, Monarch Housing Associates is seeking a CoC Data Analyst to support the development and integration of a business intelligence cycle into the homeless planning process. The CoC Data Analyst will be responsible for importing and/or extracting large amounts of data, creating tables and databases, cleaning and analyzing data, creating data visualization dashboards, and creating and formatting reports for management and community partners. The CoC Data Analyst is responsible for the preparation and analysis of key statistical trending reports. This role requires cross-functional work with Information Systems, project management, System Support Services and community relations, as well as working directly with community partners. This position will assist with integration of data from multiple sources and reporting for the CoC planning activities. The CoC Data Analyst will work with the CoC planning consultant and executive committee in performance monitoring, evaluation and technical support of homeless housing and service providers. The CoC Data Analyst will participate in Continuum of Care activities throughout the year.

Performance Evaluation

- Assist with routine monitoring of program level data quality, data accuracy and performance
- Serve as point of contact for partner agencies to address issues identified in monitoring
- Collect and organize information, statistics and other data sources for system level performance, evaluation, and monitoring
- Preparation and analysis of key statistical trending reports

Planning

- Communicate with CoC Data Support Team regarding project scope, progress and findings regarding everything related to data



Board of Trustees

Marcus Randolph
Chair

Laverne Williams
Vice-Chair

Laura Rodgers
Treasurer

Sharon Cockey
Secretary

Maryanne Guenther
Robert Kley
Minoska Mateo
Hasan Pride
Floyd Slaten
Zakiyyah Wilson

Staff

Taiisa Kelly
Chief Executive Officer

Asish Patel
Chief Operating Officer

- Working in a team environment where brainstorming, innovation and collaboration is critical while also maintaining personal responsibility for completion of assigned projects on time and of high quality
- Leveraging tools to automate the flow of data of various data elements within the CoC ecosystem
- Create mechanism for integration of data from multiple sources into existing datasets
- Analysis of multi-system data sets to identify community wide needs and gaps
- Innovating new ways to standardize existing data processes and optimizing current workflows
- Creating custom community facing reports
- Creating custom data sets for use by CoC committees
- Facilitate development of systemwide protocols for data collection, management and performance standards
- Support the implementation of a governance structure that provides systemwide oversight and feedback loops for the data management and reporting processes

Experience

- Skilled data analyst who is self-directed and capable of working in a small team environment with multiple community stakeholders
- Familiarity with quantitative analysis with some background in program evaluation and/or marketing and customer research
- 1+ years of experience with marketing, social services program evaluation or public interest research, insights, customer experience programs, data and or business analytics or consulting
- Experience with project management
- Organized and very detail- oriented
- Comfortable in a dynamic work environment and can easily adapt to shifting priorities
- Enjoy working with people and data with an understanding of how to proactively communicate with different stakeholders
- Have a record of building successful relationships with a variety of partners to achieve goals
- Problem solver capable of analyzing and synthesizing data from a variety of sources with the ability to create visualizations and reports with charts, pivots, graphs and tables to convey information in a clear way
- Experience working with and creating data visualization tools (Tableau, PowerBI) preferred
- Advanced Excel knowledge (V-lookups, pivot tables, macros, etc.)



- Basic computer skills and knowledge of Microsoft Office and Adobe Acrobat required
- Ability to learn and fully use HMIS software within the first 90 days of employment
- Excellent oral and written communication skills

Board of Trustees

Marcus Randolph
Chair

Laverne Williams
Vice-Chair

Laura Rodgers
Treasurer

Sharon Cockey
Secretary

Maryanne Guenther
Robert Kley
Minoska Mateo
Hasan Pride
Floyd Slaten
Zakiyyah Wilson

Staff

Taiisa Kelly
Chief Executive Officer

Asish Patel
Chief Operating Officer

• Applicants must be authorized to work for any employer in the U.S. We do not currently sponsor for immigration or work permit applications.

Work Behaviors

- Represent the CoC and Monarch Housing Associates in a professional manner at all times
- Desire and commitment to prevent and end homelessness
- Maintain client confidentiality
- Maintain high ethical standards
- Conviction about the capacity of people to grow and change
- Establish a respectful relationship with persons served
- Work collaboratively with other personnel and/or service providers or professionals
- Maintain a helping role and to intervene appropriately
- Work independently
- Maintain professional boundaries

Job Schedule, location and environment: Full-time hours, generally M-F, 9:00am-5:00pm. Must be willing to work occasional hours outside normal work hours. Must be able to travel to Ocean County on occasion, and to come into the Monarch office in Cranford as needed. Office setting. Typically sitting behind desk, standing, walking, talking.

Salary: Approximately \$80,000. Full benefits package available, including fully paid Health, Dental and Vision insurance, 401K, 401K match, generous time off, and professional development opportunities.

Monarch is an Equal Opportunity/Affirmative Action Employer and is committed to diversity, equity, and inclusion in its workforce. We encourage candidates that will help us live out this commitment to apply.

Send cover letter and resume to:

Asish Patel

Monarch Housing Associates

E-Mail: apatel@monarchhousing.org