



**POSITION TITLE:** Data Analyst

**DEPARTMENT:** First Tee – Monterey County

**SUPERVISOR:** Program Coordinator

**FLSA STATUS:** Non-Exempt

At First Tee – Monterey County, we're providing youth of all backgrounds an opportunity for a brighter future.

### **Position Summary**

The Data Specialist is responsible for entering all participant, parent, employee, and volunteer information into all necessary databases. They will be expected to organize data and present comprehensive reports to Executive Director.

### **Duties and Responsibilities**

Under the direct supervision of the Program Coordinator;

- Promotes First Tee's mission by modeling First Tee nine core values and adherence to FirstTee code of conduct.
- Writes, types, enters, and updates participant/parent/staff information into computer in an organized fashion.
- Enters registrants' data for participation in camps, programs, and events in a manner that is accessible to and understood by appropriate staff.
- Conducts evaluations or reports with Salesforce data for program directors.
- Reports to and consults with program directors to develop strategic goals to improve First Tee programming data analytics.
- Assists with developing and distributing client specific surveys.
- Provides technical assistance and training to staff users in the proper use of applications.
- Assists with participant evaluations and certifications.
- Engages in staff trainings.
- Clocks in and out of their shift in a timely manner.
- Communicates efficiently to supervisor.
- Assists in creating material for virtual or physical programming upon request.
- Follows all FCF and First Tee protocol, policies, and procedures.
- Assists with ORE calls as assigned and keeps record.
- Carries out tasks assigned by supervisor in a timely manner and informs supervisor when task(s) is/are complete.

- Stays professional in virtual setting with attire and attitude.
- Responds to all staff emails and calls in a timely manner.
- Actively participates in relevancy team meetings with regular attendance. Involved in relevancy projects, assignments, tasks.

### **Other Responsibilities**

- Handle walk-in participants, volunteers, potential donors and parents in a polite and courteous manner
- Operate standard and specialized office equipment
- Proofread and check typed and other materials for accuracy, completeness, compliance with policies and correct English usage, including grammar, punctuation and spelling

### **Preferred Experience**

- At least two years experience in an office manager role or related experience.
- Bachelor's Degree

### **Other Qualifications**

- Successfully pass criminal background checks
- Provide proof of US citizenship or legal residency.
- Bilingual fluency in English and Spanish is desirable

### **Physical Requirements:**

Position requires standing, walking, and sitting. Position involves use of a keyboard involving repetitive motions with fingers, and the use of a telephone and face-to-face communications that require accurate perception of speech as well as talking and hearing. Position requires the use of tools or controls. The employee is occasionally required to sit for prolonged periods. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.