



## South Michigan Food Bank Data Analytics Coordinator

### Mission & Vision

To enhance the quality of life for those struggling with hunger in South Michigan.

**Job Title:** Data Analytics Coordinator

**Reports to:** Nutrition Program Manger

**Prepared by:** Chief Operating Officer

**Supervisory Responsibilities:** No

**FLSA:** Exempt

**Prepared:** 4/30/2021

**Revised Date:**

**Approved by:** Chief Executive Officer

### General Description and Position Summary

The Data Analytics Coordinator will create systems for data management to enhance program outreach and reporting. The candidate will also serve as the liaison between South Michigan Food Bank staff and IT contractors.

### Essential Duties and Responsibilities

- Create systems and protocols for ongoing data storage and analysis.
- Retrieve data for evaluation and reporting purposes.
- Lead communication with IT contractors and assist staff with IT needs.
- Manage program participant data including contact information, food choices, and driver schedules.
- Contact program clients and agencies as needed.
- Disseminate a variety of information and/or reports to various agencies, divisions, or departments.
- Assisting with program reporting and evaluation.
- Collaborate with other Food Banks and the Food Bank Council of Michigan.
- Perform other related duties as assigned.

### Qualifications

- A bachelor's degree in computer science, computer engineering, statistics, math, business, economics, or related field is preferred. Alternatively, a minimum of 4 years of hands-on experience in database management will be considered in lieu of a degree.
- Proficient in database management.
- Advanced spreadsheet skills — ability to create, format, analyze and share information in spreadsheets using logical, statistical, and mathematical functions. Ability to use the analysis and audit tools, record, and run macros. Work with tables and lists to analyze, filter, and sort data.
- Strong project management skills and ability to work independently.
- Ability to synthesize and display information to stakeholders.
- Strong writing, graphic presentation, and editing skills for creation of reports.
- Familiarity with data analytics tools such as Tableau or Power BI.
- Excellent verbal, analytical, organizational, and written skills.
- Proficient with Microsoft Office (Word, Excel, Outlook).
- A valid driver's license, a reliable car, and insurance.
- ServSafe Certified or the ability to be certified.

### Work Environment

- Work is generally performed within an office environment with standard office equipment and occasionally in a warehouse setting with heavy equipment.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- May be expected to travel off-site for work-related functions.



**SOUTH MICHIGAN  
FOOD BANK**

**South Michigan Food Bank is an equal opportunity employer committed to the principles of non-discrimination in the workplace. Candidates will not be discriminated against based on age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law.**