POSITION ANNOUNCEMENT

Junior Business Analyst
Oakland, California

Organizational Overview:

Every day, Coaching Corps coaches change the game for kids living in low-income neighborhoods. Partnering with after school programs, schools and community organizations, we ensure that all kids have the chance to play sports with a trained coach and benefit from all of the life lessons sports can teach. Persistence. Empathy. Self-regulation. Optimism. Since its founding, Coaching Corps has connected 50,000 youth in underserved communities to caring and capable coaches recruited from the community and nearby colleges and universities.

We are leading the field in how sports can be used to improve health, educational, and social outcomes for kids, and we are poised to ignite a national movement of volunteer service on behalf of children through sports. By taking Coaching Corps to scale, we will be able to reach hundreds of thousands of kids in struggling communities across the nation.

More information about Coaching Corps can be found at www.coachingcorps.org

Position Summary:

Working as a Junior Business Analyst, you will use your knowledge, skills and abilities to solve organizational information problems and requirements. This opportunity will allow the job holder to utilize skills from prior education and work experiences while learning new analytical and technology skills. The general role of the Junior Business Analyst includes the support of information gathering, development, implementation and training. You will get to work within a team of technical, data driven staff who act as the hub of information for all Coaching Corps departments and areas, i.e. development, program, organizational impact, finance, HR, and communications/marketing.

The analyst will leverage her/his data skills, work with peers to produce and maintain enhanced metrics reports, dashboards and analysis for use in business decisions. The analyst will work directly with operational managers, project managers, the development team, and cross-functional stakeholders to gather requirements and produce data in user-friendly formats as well as supporting the design, development, and implementation of business solutions.

General Duties

- Maintain data systems that allow the program team to understand goals to actuals, and changes in volunteer acquisition and conversation rates.
- Generate, summarize, and disseminate program and organizational performance data.
- Create tools that will allow Coaching Corps to measure improvement in business performance metrics/Key Performance Indicators (KPIs)
- Create scripts or use tools for importing, exporting, cleansing, analyzing, mapping and converting data
- Provide end-user support for technology platforms (you will be able to learn on the job), i.e. data warehouse, Salesforce, document management system, and other analytic, reporting and delivery tools that may be adopted
- Prepare and maintain project documentation and artifacts including analysis, reports and user documentation
- Support data requests from all Coaching Corps departments and areas.

- Support project managers and decision makers by combining operational and finance data, providing spend line reporting, performing staff utilization analysis, and formatting and automating the budget development and tracking process
- Support internal communication efforts: Technology, training, staff development, ideation, etc.

Competencies

- Adaptability: Ability to work effectively in a fast paced environment while consistently producing error free work and meeting deadlines.
- Organization: Demonstrate effective time management, prioritization and organizational skills
- Professionalism: Demonstrative positive and effective interpersonal and relationship management skills internally and externally.
- Self-Driven & Collaborative: Works well independently and as a part of a team.

Minimum Qualifications

- Strong analytic skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Adept at SQL queries, report writing and presenting findings a major plus
- Demonstrate the ability to learn new software and tools in an efficient manner
- Pays close attention to detail, accuracy and completeness.
- Maintains high level of productivity and self-direction.
- Critical-thinking skills and the ability to identify trends in the data and come up with key takeaways and recommendations
- Strong interpersonal skills, oral communication skills, and problem solving abilities
- Proficient in MS Office Excel (Pivot tables, formulas, VBA)
- Understanding of scripting languages (e.g. Python, Javascript, etc.) a plus
- Understanding of cloud databases and cloud storage a plus
- Must possess desire to advance and grow personally and professionally
- Ability to effectively communicate written and verbal with client and non-technical team members
- BS, BA in technology related major, Finance, Economics, or a comparable program with quantitative emphasis or equivalent experience
- Experience in or desire to learn GIS skills a plus
- 0-2 years work experience

How to Apply:

Please send a resume and cover letter to Gladys Garcia, Senior Manager, Technology and Organizational Impact at gladysg@coachingcorps.org with Junior Business Analyst in the subject heading

Past and current Coaching Corps coaches and chapter leaders encouraged to apply!

Coaching Corps is proud of its family-friendly, healthy, and engaging work environment. Coaching Corps offers highly competitive salaries and benefits.

Coaching Corps is an equal opportunity employer that values diversity.

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Coaching Corps is recognized as a leading intermediary, connecting students from over 40 universities--among them the University of California, Berkeley, Stanford University, San Diego State University, Emory and Boston College -with the rewards of community service and with underprivileged kids who need trained coaches as teachers and role models. Our team is building an influential and vocal constituency of young people, policy-makers, and opinion leaders in support of youth sports for all kids, regardless of their circumstances or the neighborhood they live in.
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