



TITLE: Data Quality Analyst

REPORTS TO: Director of Research and Organizational Performance

Employment Status: Volunteer

BACKGROUND:

Our Piece of the Pie® (OPP®) is a nonprofit dedicated to helping 14 to 24 year-old urban youth become economically independent adults. OPP's unique model is centered around the personal and consistent relationship developed between each youth and a caring, committed adult staff member which helps youth overcome barriers, access support services within the best practices of Youth Development, Academics, and Job Readiness, and to achieve the goals of high school graduation, a postsecondary credential and meaningful employment. Founded in 1975, OPP provided community- and high school-based programs to 1,700+ young people in Connecticut last year. For more information, visit www.OPP.org.

SUMMARY OF POSITION:

The Data Quality Analyst will help identify and correct data quality errors in OPP computer applications.

DESCRIPTION OF DUTIES:

- Reviewing agency data, looking for data quality errors
- Identifying the root cause of the data quality errors
- Helping program staff to correct the errors

QUALIFICATIONS:

- Comfortable around computer applications
- Pass a background check and be willing to sign a non-disclosure agreement
- Moderately proficient in Excel, able to sort and filter data sets to find/isolate needed data
- Should be available approximately 8 hours per week
- Can work remotely
- Retired professionals who have good attention to detail
- Social science students who are looking to get exposure to non-profit data management