



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We believe that delivering effective programs requires support staff that has the same passion and commitment as those who provide direct services. We expect our administrative staff to be respectful, flexible and driven to achieve their personal and professional goals.

We endeavor to be an employer of choice and are looking for candidates who will make an immediate and lasting contribution. We have been serving our diverse community for 50 years, and if you are passionate about using your skills and experiences to support our mission, we'd like to meet you.

Program Data Analyst (Full-time, Non-exempt)

Unit: Administration

Reports To: Grants Director

Positions Available: 1

Updated: 5/30/2025

Salary: \$27.88- \$31.25 hourly DOE, plus BENEFITS

Summary: The Program Data Analyst is a position with KYCC's Administrative Unit and is supervised by the Grants Director. The Program Data Analyst supports the development and implementation of program data systems that provide analysis of the effectiveness of KYCC's multiple programs and services. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. The typical schedule for this position is Monday – Friday, 9:00 AM – 6:00 PM. Some evening and Saturday shifts may occasionally be required. This role is primarily based on-site but some remote work may be possible, as practical.

Duties / Responsibilities

- **Support Programs with Analysis and Continual Improvement by:**
 - Helping programs articulate desired outcomes and guide them on how to measure them
 - Providing research to support selection of activities, services, strategies, and models that will lead to the desired outcomes
 - Helping build the capacity of managers and program staff to identify, collect, and use their outcomes to improve our programs and services
 - Leading the standardization or consistency of reporting and delivering outcomes and impact
 - Preparing and conducting quantitative and qualitative data analysis
- **Support KYCC with:**
 - Supporting programs identify, articulate and track organizational plan goals and objectives and maintain and manage the agency organizational plan document, its updates, and reporting
 - Supporting agency efforts to design and implement agency-wide systems to track client services, engagement, and improvement and to assess effectiveness of programs and services
 - Supporting grants team in maintaining relevant community demographic data
- **Complete agency related tasks by:**
 - Participating in external and internal meetings and activities related to its organizational mission and providing verbal and written reports on the results.
 - Participating in project team meetings, and other organization-wide planning, development, and communication activities.
- **Other related duties as assigned by the Grants Director.**



Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- A Bachelor's degree from an accredited university, degrees in behavioral sciences, public administration, public health, social work, research, or a related field. Master's Degree preferred.
- At least two (2) years paid full-time experience in a position requiring conducting projects or studies of community social services needs and/or evaluation of the effectiveness of community-based human service programs.
- Demonstrated ability to work effectively in a diverse and dynamic community environment and with a wide range of stakeholders, including program managers, employees, community residents, and program participants.
- Familiarity with government contract and private foundation funding program reporting and evaluation requirements for community-based human service providers.
- Ability to acquire, compile and evaluate impact data from various database systems.
- Proficient use of visualization tools (PowerPoint, Excel, etc.), organize and prepare professional reports that reason logically, draw valid conclusions and make appropriate recommendations.
- Strong interpersonal, organizational, and written and oral communication skills.
- Ability to effectively work collaboratively with others within the organization and with external partners and a willingness to fully participate in the team process.
- Strong commitment to working with a diverse, multicultural organization and community.
- A valid Class C California Driver's License, access to personal automobile, and proof of auto insurance.
- Proof of eligibility to work in the United States.

Physical requirements:

- While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physical environment: Is an air-controlled office environment with moderate noise levels. The physical demands of the job include: extended computer use, standing for extended periods, sitting for extended periods, occasionally kneeling and stooping, manipulating objects with hands, reaching overhead, and occasionally lifting and carrying objects weighing up to 20 pounds.

Desired Qualifications:

- Bilingual in English and Spanish, Korean, Bangla (or other languages spoken in Koreatown service area).
- Highly proficient at Data Analytics, in Excel and other database systems/programs. (desired)
- Familiarity with Culturally Responsive and Equitable Evaluation framework. (desired)
- Experience with geographic information systems, including map production using good cartographic design. (desired)

NOTE: The selected candidate will be required to complete a Livescan (fingerprint process) and/or background check after a conditional offer of employment has been extended.

SUBMIT AN APPLICATION