



## **JOB DESCRIPTION**

### **Public Health Data Analyst**

**Location: New York, NY**

New York Common Pantry (NYCP) is one of the city's largest food pantries, providing food assistance, case management services, senior food provision, nutrition education, and hygiene services. We are a dynamic, mission-driven organization, experiencing rapid growth and expansion at this time.

New York Common Pantry (NYCP) is a poverty-fighting organization that reduces hunger and promotes dignity, health, and self-sufficiency by using a holistic approach to reach over 60,000 distinct people--over 500,000 guests each year. Last year, we served almost 8 million meals. Through an array of programs that we offer, we look to establish long-term stability for those we serve.

NYCP is seeking a Public Health Data Analyst to join our growing Live Healthy! team. The Public Data Analyst is responsible for supporting the administrative needs of the Program Director; providing oversight and quality assurance of the Live Healthy! data; creating effective tools for both gathering and organizing the data; providing accurate data analysis; collaborating with the Program Director on reporting documents; and the daily function and coordination of NY Common Pantry's office/administrative systems; Performing in-depth statistical analysis with presentation of findings; Supporting data interns with semester placements and project development. As a part of the NYCP Bronx office, the Data Analyst will support the Live Healthy! Program and NYCP as a whole to assess its impact and effectiveness of nutrition education programming. A strong emphasis is placed on providing evaluation and quality assurance of the SNAP-Ed program to show its effectiveness and efficacy.

The Full-Time Public Health Data Analyst will report to the Director of Nutrition. The position is Full-Time, 35 hours per week. The Public Health Data will be located at 423 E 138th St, 2nd floor, Bronx, NY, 104548. Due to COVID-19, this role has flexibility for hybrid work.

### **Responsibilities:**

- Acquire data from primary or secondary data sources and maintain databases/data systems.
- Work closely with management to complete program reports (monthly, quarterly and annual reports).
- Manage and oversee data interns from stakeholder institutions for community nutrition rotations, as needed.
- Implement and create processes that improve survey data processing and significantly reduce and/or eliminate manual data entry.
- Develop complex data systems and procedures that connect different data sources using Visual Basic and Power Queries in Microsoft Excel and Microsoft SQL in Access that streamline data processing.
- Design and implement efficient and effective procedures for data management and analysis with attention to all technical aspects.
- Provide technical assistance and training to team members and staff.

- Analyze and interpret data, both from quantitative and qualitative analyses, using accepted statistical and qualitative research methods.
- Perform independent research to identify and include new demographic, health, and food systems data sources for needs evaluations and comparative analysis.
- Present findings from survey data to management and team and collaborate with staff to improve survey tools and reporting processes.
- Participate in leadership meetings with the Manager and Program Director to help develop a future vision and objectives for the Live Healthy! program, take on leadership roles in project planning, troubleshooting, and implementation of new strategies and initiatives.
- Use mapping software such as ArcGIS to evaluate needs and visualize program results.
- Explore and implement new and innovative ways and technology to evaluate program objectives and present program successes and outcomes.
- Examine large-scale and long-term datasets to evaluate overall program impact and reach.
- Other responsibilities as assigned.

**Qualifications:**

- Bachelor's Degree in Sociology, Mathematics, Computer science, Information Management or Statistics with application of skills with a Health emphasis. Strong interest in nutrition and public health issues preferred. Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Commitment to helping the communities in need and NYCP's work and mission.
- Technical expertise regarding data models, database design development, data mining and segmentation techniques.
- Knowledge of statistics and experience using statistical packages for analyzing large datasets(Excel, SPSS, Stata).
- Strong knowledge of and experience with databases (Unicentric) and Proficiency in Microsoft SQL, Word, Excel, and PowerPoint.
- Adept at queries, report writing, and presenting findings.
- Leadership and strong communication skills with the ability to delegate tasks and create timelines for projects
- Excellent written communications skills, including proofreading, correspondence, and composition.
- Strong clerical and organizational skills.
- Must be detail-oriented and have the ability to multitask. Must be comfortable working with diverse populations and age ranges.
- Bilingual preferred (English/Spanish/Chinese) but not required.
- Punctual and reliable; Capable of strict confidentiality when required; Honest and trustworthy; Respectful and diplomatic; Possess cultural awareness and sensitivity; flexible and proactive; and demonstrate a solid work ethic.

*This is not an exhaustive list of all responsibilities, duties, skills, efforts or requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This description does not constitute a contract of employment and NYCP may exercise its employment-at-will rights at any time.*

Please note that NYCP requires all employees to be fully vaccinated against COVID-19 as a condition of employment. Accordingly, successful candidates must be fully vaccinated against COVID-19 and submit proof of vaccination prior to the commencement of employment, unless they qualify for a reasonable accommodation

for bona fide medical or religious reasons. This ensures that NYCP's employees and participants are protected and the organization can safely operate.

**To Apply:**

Please submit your resume and cover letter to: [jobs@nycommonpantry.org](mailto:jobs@nycommonpantry.org)

If you'd like to apply via mail, please submit your application to the address below:

Human Resources Department  
New York Common Pantry  
8 East 109th Street  
New York, NY 10029

New York Common Pantry is an Equal Opportunity Employer and is committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.

**Pay:** \$23.00-\$25.00

**Benefit:**

- Medical, Dental, and Vision benefits
- 403(b) Retirement Account
- Pre-tax Transit benefits
- Health Savings Account
- Life Insurance
- Paid time off, including Vacation, Personal, and Sick
- Paid Holidays