

**Community Action Partnership of Ramsey & Washington Counties**  
**Volunteer Position Description**

**Title:** Data Analyst, Community Needs Assessment

**Reports To:** Health Services/Data Analyst Manager

**Type:** Volunteer Position (Internship Available)

**Duration:** June 15, 2021 – August 15, 2021 (Virtual Opportunity)

**Position Summary:**

This position will assist the Health Services/Data Analyst Manager with collecting and analyzing quantitative and qualitative data directly from low-income people through the Participant Survey about their lived experiences including both current and emerging needs and concerns, in order to identify:

1. *Key causes of poverty in Ramsey & Washington Counties*
2. *The top burdens and barriers facing those seeking to overcome poverty*

**Benefits of Volunteering:**

An opportunity to gain hands-on training and experience in data analytics and how to organize data effectively.

**Essential Functions:**

**Duties & Responsibilities:**

Analyze and code data collected from the Participant Survey.

**Safety:** Responsible for conducting all duties in a safe manner.

**Affirmative Action:** Responsible to follow affirmative action plan as set forth and signed by the Board of Directors.

**Qualifications:**

**Education & Experience:**

- Must be at least 18 years of age.
- A high level of mathematical ability
- The ability to analyze, model, and interpret data
- The ability to plan work and meet deadlines
- Have an accuracy and attention to detail

**Abilities & Skills:** In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Strong analytic skills for integration solution planning and problem-solving skills
- Good communication skills to work with staff at all level of the organization and ability to clearly communicate technical concepts
- Strong keyboard skills for computer operation
- Must be able to perform the primary functions of the position with minimal supervision and demonstrate appropriate time and priority management skills

**Physical Requirements:**

Requires the ability to use technology, including virtual meeting software such as Zoom, email, and Google documents. Must have access to a computer/laptop/tablet and internet.

**Mental Requirements:**

Position requires the ability to review data in detail

**Environmental Requirements:**

Volunteer virtually

**Time Commitment:**

- A minimum of 4-hours per week from June 15 – August 15, 2021

**Location:**

Virtual

**How to Apply:**

Send an email with your resume and contact information to Ankit Bangar, Health Services/Data Analyst Manager at [abangar@caprw.org](mailto:abangar@caprw.org) on or before Friday, June 11, 2021.

The mission of **Community Action** is to reduce the causes of poverty and its impact on people's lives in our community. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, Civic and Community Engagement Programs. Visit [www.caprw.org](http://www.caprw.org) to learn more.

*Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.*