



**San Francisco Housing Development Corporation
FINANCIAL EMPOWERMENT CENTER**

JOB TITLE: Data & Business Analyst/Reporting Assistant	LOCATION: Financial Empowerment Center/4439 Third Street
IMMEDIATE SUPERVISOR: Director of Financial Empowerment & Economic Development	FLSA STATUS: Hourly, Non-Exempt, PT, Temporary
DEADLINE: MONDAY APRIL 18 th , 10 AM	PAYRATE: DOE

ABOUT US:

We are a 26-year-old non-profit agency working to foster stability in low- and moderate-income, minority communities in San Francisco, through the development of affordable housing, the provision of holistic supportive social services, the facilitation of financial empowerment as well as homeownership, and the and economic revitalization of our community.

At the Financial Empowerment Center (FEC), our goal is to create well-informed and empowered consumers and default resistant homeowners. We provide no-nonsense, “no-holds barred” education, counseling, coaching, financial products, and tools that are based on outcomes which aim to build or restore credit, increase savings, reduce debt, and attain an array of personal financial goals, including securing an apartment, purchasing a home, building & sustaining savings, or starting a small business. The FEC Team is a cohesive, fun-loving group that works extremely hard yet maintains a balanced, supportive, and caring environment. As one of our Team Members recently said: “Team Work Makes The Dream Work!”

OVERVIEW OF RESPONSIBILITIES:

Under the direction of the Director of Financial Empowerment, and in collaboration with the Business Systems Team (internal and external), the Data & Business Analyst/Reporting Assistant develops new reports or modifies existing reports by analyzing databases, data sources and structures for the benefit of users of data and systems in order to fulfill business objectives.

Specific tasks include assessing data needs, data analysis, data extraction, report maintenance and design, report development, report testing, and report implementation. This individual will use proven analytic, communication, and problem-solving skills to help maximize the benefit of the home retention program.

We are looking for a team player with outstanding interpersonal skills, and strong internal and external customer service skills. The ideal candidate must be willing to support SFHDC's mission of providing permanent, affordable housing and long-term financial empowerment, and is an extremely professional, well-organized, creative problem-solver and collaborator. Knowledge of housing, mortgage lending, personal finance, and community resources is ideal.

This is a part-time temporary position, with some nights and weekends work required. Occasional travel also required for training and continuing education. We are currently designing and building out a new CMS platform

and we expect this position to last during the design, testing, and roll out of this new CMS platform, approximately 6-12 months.

Responsibilities

- Works proactively with the business clients and staff to identify needs and to design, develop, test, and implement efficient and accurate reporting solutions in Tableau® and other technologies to meet client needs.
- Performs analysis and data manipulation of source data from data structures (Counselor Max®, MS Excel, etc.) to support the business organization including planning, evaluation, programs, finance, marketing, and administration.
- Maintains accurate documentation of data structures, queries, and reports.
- Recommends changes in data structures to support data integrity, reporting accuracy, and acceptable performance.
- Ensures the acceptable performance of the Tableau® or other systems by proper query design and scheduling of data-intensive reports.
- Manages all aspects of projects using a standard project management methodology.
- Supports data integrity, data quality, and audit efforts as needed.
- Helps implement and monitor business related procedures, processes and practices.
- Carries out other duties as may be assigned or requested.
- Performs all functions of the job in a safe and conscientious manner.

Require Skills, Knowledge, and Experience

- 2 years of experience as a report developer utilizing Access DB, MS Excel, Salesforce, Tableau®, etc
- Bachelor's degree from an accredited college or university or equivalent education/experience in the information technology field.
- Demonstrated experience in data analysis.
- Familiarity with standard business processes and reporting.
- Demonstrated ability to extract and refine data needs from diverse audiences.
- Demonstrated ability to communicate in a clear and concise manner.
- Demonstrated ability to excel in a collaborative team environment.
- Demonstrated ability to effectively communicate status and prioritize workload.
- Experience managing workload and projects of various sizes in a collaborative team environment and with a standard project management methodology is desirable.
- Demonstrated proficiency with Microsoft Office products to including, Excel, Word, and Powerpoint.
- **Bayview Hunters Point residents and/or Persons of Color are strongly encouraged to apply**

SPECIAL REQUIREMENTS: Must be able to work occasional evenings and weekends as needed. Must be able to travel out of state for quarterly trainings & continuing education.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS: Works typically in an office and classroom setting. Involves frequent walking or standing, as well as frequent contact with clients, outside agencies, private housing providers, financial institutions, Realtors and the general public. Operates a computer regularly; a high

level of competency required in the creation and maintenance of various databases, reports, spreadsheets, and other documents.

SALARY AND BENEFITS:

Salary will be commensurate with experience. SFHDC offers a benefit package which includes up to 75% employer-covered health insurance, 13 paid holidays, flex time, paid sick leave and vacation time. We support and pay for ongoing continuing education and professional development.

SUBMIT RESUME AND BRIEF COVER LETTER TO:

ATTN: TIKILA MCDAVID, PROGRAM ASSISTANT
TIKILA@SFHDC.ORG OR FAX: 1-866-652-4077

FINANCIAL EMPOWERMENT CENTER
SAN FRANCISCO HOUSING DEVELOPMENT CORPORATION
4439 THIRD STREET
SAN FRANCISCO, CA 94124

DEADLINE: Monday, April 18, 2016, 10:00 am