



Job Description

Updated 01/30/19

Position: Junior Associate, Data & Housing Program Analyst
Company: Diana T. Myers and Associates, Inc. (DMA)
Location: Elkins Park, PA
Status: Full-time Employee

Background:

DMA is a mission-driven housing and community development consulting firm. Our mission is to expand affordable housing opportunities for vulnerable populations, specializing in persons experiencing homelessness, living with a disability, aging, returning to their communities from the criminal justice system or with other special housing needs.

DMA works with a variety of clients, including non-profit organizations both large and small and local, county and state governments. Our goal is to deliver high-quality services tailored to meet the specific needs of our clients. DMA assists clients with a range of projects, such as: support for the HUD Continuum of Care funding competition; grant applications related to housing/homelessness; housing needs assessments; development of housing projects and programs for vulnerable populations; cross-sector analysis and program development; housing- and homelessness-related trainings; strategic plan development and implementation; system and program evaluation; agency operational analysis, etc.

Description:

DMA seeks to fill the full-time entry-level position of Data & Housing Program Analyst to join our small and dynamic team. The Data & Housing Program Analyst will work closely with other team members in our Elkins Park office. This position will have the opportunity to work across a variety of projects, with a significant portion of time spent on supporting DMA's homelessness-related work.

We seek candidates with demonstrated data analysis and data presentation skills to advance projects on behalf of our clients. In addition, the ideal candidate will be someone with strong writing skills and a working knowledge of housing and/or homelessness policy and programs. This role will require the ability to manage tasks across multiple projects and to work independently as well as in a collaborative, team-oriented environment.

Duties & Responsibilities:

- Analyze quantitative and qualitative data for use in projects and reports to clients. This includes manipulation of various datasets, such as Homeless Management Information System data, Point in Time Count, Housing Inventory Count, System Performance Measures, Annual Performance Review, Census and other state and federal data.
- Synthesize information and summarize data findings in various formats, such as written reports, presentations, charts/graphs/data visualizations, infographics, etc.
- Attend meetings and interact with clients and stakeholder groups to gather data, provide information and solicit feedback on various projects.
- Working with other DMA team members, assist in drafting and editing reports, grant applications, analyses and other materials.
- Contribute to the development of high-quality materials for use in trainings, presentations, workshops, etc.
- Review current and related research and policy literature to stay abreast of emerging studies, reports, and promising practices focused on housing and homelessness.
- Provide general support to team members, as needed.

Qualifications & Skills:

General work experience:

- Three to five years prior relevant work experience.
- Bachelor's degree required, Master's degree preferred, in public policy, public administration, urban studies/planning, social work, data analysis, social sciences or a related field.
- Equivalent relevant experience, including a combination of life, work and educational experiences, will be considered.

The following qualifications and skills are required for this position:

- Strong interest in issues related to homelessness, housing, and poverty.
- Commitment to increasing housing options for individuals and families currently/formerly experiencing homelessness, housing instability and/or with differing physical, cognitive and developmental abilities.
- Prior experience in working with large data sets and the ability to create and manage complex spreadsheets and reports, including demonstrated experience and proficiency with Microsoft Excel.
- Strong writing and analytical skills. Should have the ability to:
 - Assist in drafting reports, papers and grant applications;
 - Draw policy and practice implications from data and research; and
 - Summarize data findings and academic research.
- Ability to develop survey instruments and analyze results.
- Excellent interpersonal skills and ability to effectively communicate and interact with internal staff, clients and external partners, both in writing and orally.
- Ability to work independently as well as in a team-oriented and collaborative environment.

- Ability to work well under pressure and effectively organize and manage tasks to meet deadlines.
- Personal integrity and attention to detail.
- Have a valid Driver's License, reliable transportation and the ability to travel independently.

Prior experience in the following areas is preferred/considered a plus for those applying:

- Knowledge about and experience working with the HUD Continuum of Care program.
- Working with homelessness-related datasets and systems, such as ClientTrack HMIS, esnaps, HDX and/or Sage.
- Applying for/writing successful grant applications.
- Presenting information to a range of audiences.
- Developing training materials and/or conducting group trainings.
- Creating data visualizations and/or infographics.
- Proficiency with Microsoft Word and PowerPoint.

Work Schedule:

- 37.5 hours/week

Work Location:

- Elkins Park, PA

Compensation:

- Salary based on qualifications and experience.
- Benefits provided include: Paid Time Off (sick, holiday, vacation); 401k; health insurance.

To apply, please submit letter of interest and resume to info@dma-housing.com by February 25, 2019. Candidates should be prepared to provide writing samples and/or examples of data visualization projects (as applicable), as well as references upon request.

DMA is an equal opportunity employer and strives to build a meaningful, welcoming and equitable workplace, inclusive of diverse voices, experiences and perspectives. People of color, individuals with disabilities, veterans and LGBTQ people strongly encouraged to apply.