



**JOB TITLE:** Data and Programs Analyst

**SALARY RANGE:** \$62,400

CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.

**FLSA Classification:** Exempt/Salaried, full-time, regular

**REPORTS TO:** Director of Data Analytics and Programs

**COVID-19 considerations:** Vaccine and/or weekly testing required

**START:** Immediately

**LOCATION:** Los Angeles, CA Headquarter Main Office

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

### **POSITION DESCRIPTION:**

The Program Analyst serves as a designated expert for meeting all government contracts and grant reporting requirements and drives compliance efforts within the organization and across the regions CHIRLA serves. The Program Analyst ensures optimal data management for the administration of services and deliverables reporting across CHIRLA. He or she will offer support and training for staff to ensure that CHIRLA establishes quality and streamlined procedures for grant reporting and successful tracking of contract deliverables. The Program Analyst will work in tandem with other teams to manage goals and outcomes for timely reporting. The Program Analyst will be part of the Data Analytics and Evaluation Department and report to the Director of Data Analytics and Programs.

The candidate should be sensitive to the demands of diverse stakeholders. A substantial portion of the work will be dedicated to support the reporting of the administration of services. They should also collaborate in cross-functional teams, manage projects with autonomy, be curious about learning new systems and technology, be able to adapt quickly to changes and have a sense of humor.

### **RESPONSIBILITIES AND DUTIES:**

- Complete timely reporting for the administration of services, and organizational contractual obligations.
- Write documentation on new systems and processes designed and implemented to impact the data management, processing, analysis, and dissemination.
- Track progress towards contract deliverables to ensure compliance and timely completion within CHIRLA and its partners.
- Maintain up-to-date calendar of submission and reporting deadlines for all contracts.
- Work with members of the organization and leadership staff to gather necessary information for reporting.
- Work in partnership to build annual and quarterly (story driven) program success reports for key stakeholders that provide a situational analysis of each program based on defined KPI's.





- Maintain and organize all forms and reports to be used in program evaluations.
- Salesforce administration and management to support data imports (using data loader), design, implement and monitor appropriate Salesforce security permissions, standards, and practices.
- Collaborates with other Data Staff to assist departments with project closures and reviews of developing and completed activities to confirm that all deliverables are received and all financial transactions including invoicing, are recorded.
- Manages and monitors status including follow-up with program staff to review outstanding deliverables to receive financial and/or technical reports.
- Assists in training staff to expand data literacy, data management skills and support Salesforce adoption across the organization.
- Participate in CHIRLA's organization-wide activities such as events and campaigns.
- Support CHIRLA's fundraising goals including Annual Gala and Membership Drive activities.
- Perform other duties and responsibilities as needed.

### **SKILLS AND QUALIFICATIONS:**

- Four to seven years of data management or equivalent experience.
- Some experience working with Salesforce is required.
- Salesforce knowledge using data loader, experience cloud, portal design, sharing settings and permission sets is highly desirable.
- Advanced Excel and data visualization skills.
- Knowledge of SQL language is preferred.
- Bachelor's degree in related field preferred.
- Master's degree preferred, but not required.
- Knowledge of nonprofit sector with member-based organization experience preferred.
- Experience collaborating with community organizations in local geographic area
- Must be highly organized with the ability to work independently and multi-task
- Experience with immigrant community issues, policy, and C4 status a plus
- Ability to work effectively under pressure with multiple deadlines
- Proactive nature in using technology and systems to maximize efficiencies with tasks
- Familiar with the Los Angeles, SoCal and Californian's Philanthropic Sector
- Demonstrated commitment to the values of diversity and inclusiveness
- Tenacity, flexibility, resilience, and high energy

To apply, send resume and cover letter to: [jobs@chirla.org](mailto:jobs@chirla.org)  
Subject Line should read: **Data and Programs Analyst**

