



Position Announcement

Data Analyst

Application Dates:

Internal Posting for Foodbank SEVA Employees

July 14, 2021 – July 19, 2021

External & Internal Posting

July 19, 2021- Until Filled

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit www.foodbankonline.org, Facebook, or Twitter.

Job Description:

Overall responsibility is to provide analytical analysis and report development for the Operations group as well as Programs and Development teams within the Foodbank of Southeastern Virginia and the Eastern Shore. Responsibilities include gathering and managing data, creating a database, work directly with the COO, DOO, and Product Sourcing Manager to determine priorities; understanding and anticipating the needs of various stakeholders in order to properly support the group’s mission with data and produce actionable reports in a timely manner.

Work Hours/Shift: Monday-Friday; full-time (40 Hours), non-exempt; some weekend and evening work required.

Essential Education: Bachelor’s Degree in Mathematics, Economics, Computer Science, Information Management or Statistics or related field or a combination of related education and experience.

Work Experience:

- 1 – 2 years’ experience that is directly related to the duties and responsibilities specified.
- Preferred: 3-5 years’ experience.
- Preferred work experience in a non-profit environment.
- Note: Experience refers to paid and unpaid experience, including volunteer work done (e.g., professional, philanthropic, religious, spiritual, community, student, social).

Requirements:

- A very strong ability in Excel for creation of various reports and spreadsheets is a must.
- Strong experience and reporting skills in MS Excel (pivot tables, VBA, macros, etc.).
- Ability to manage large sets of data that need to be queried and manipulated in order to make important business decisions.
- Adept at report writing and presentation skills.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Understanding of development tools and their correlation to database structures.
- Must have strong interpersonal skills.

- Must have excellent verbal and written communication skills.
- Strong time management skills.
- Ability and willingness to learn applications and provide support.
- Strong organizational skills.
- Ability to work efficiently and accurately with little direct supervision.
- Hardware and software support experience.

Certificates, Licenses or Registrations:

- Food Handler's Certificate (can be obtained after hire).
- Lift Truck Certification (can be obtained after hire).

Physical Demands: While performing duties of this job, the employee is regularly required to when working in office or warehouse environment.

- This job requires that weight be lifted or force be exerted up to 25 pounds when handling donations, documents and files.
- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Regularly required to talk or hear when communicating with employees and clients.
- Use hands and fingers to handle, or feel.
- Reach with hands and arms.

Travel Requirements: Local to Western Tidewater, Eastern Shore or pantry sites.

Job Type: Full-time.

Pay: Starting at \$19.23 per hour.

To Apply: Submit your resume in person to Darvasha Spence or email resume to dspence@foodbankonline.org.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at orfrecruiting@foodbankonline.org.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.