

Employment Opportunities/ Job Openings

Client Data Analyst (part-time)

Catholic Charities Atlanta is seeking a highly organized and flexible part-time Client Data Analyst to join our team. Working as a key member of the Performance and Quality Improvement Department, the Client Data Analyst will lead reporting efforts for client data in order to assist with grant writing, funder reporting, supervision needs and the evaluation of operational effectiveness. This part-time position is typically 28 hours per week during business hours (M-F 8am-4pm), however some flexibility is needed to meet the needs of the organization.

Qualifications:

- Self-motivated with excellent organizational and time-management skills
- Experience with database systems
- Strong Excel, Word, Outlook, and PowerPoint skills
- Must be detail oriented, flexible and a good decision maker who works well under pressure
- Ability to work independently and as a member of a team
- Ability to plan, prioritize and follow through within a given time frame
- Skilled in both written and verbal communication
- Bachelor's Degree

Specific Responsibilities:

- Build and run reports in the CaseWorthy client database, utilize the Casebot reporting package, and develop other reports in Excel (or other Microsoft products) as needed
- Produce reporting guidance documentation for relevant users
- Serve as the back-up for the CaseWorthy Database System Administrator including user assistance, help desk ticket management, and communication with staff
- Support the Performance and Quality Improvement (PQI) Team with ensuring all programs are compliant with agency and grant requirements including data collection, data integrity, data reporting, Case File Record Review, and Council on Accreditation standards

Interested candidates please submit a **resume and cover letter** that details your interest in working for Catholic Charities Atlanta to:

ccaemployment@ccatlanta.org