**Rural Community Assistance Corporation**

**Job Description**

***Events Analyst***

**Classification:***Grade 8* **Department*:*** *Operations*

**Status:** *Non-Exempt* **Supervisor*:*** *Assistant Director, Events*

**Organization**

Founded in 1978, RCAC seeks to collaboratively build the capacity of organizations that serve low-income people living in the rural West (13 states including Alaska and Hawaii). RCAC works in partnership with small rural and Indigenous communities and other local agencies to provide tools and resources necessary to improve their quality of life. RCAC offers a wide range of services to communities with fewer than 50,000 people including technical assistance and training for environmental infrastructure; affordable housing development; economic and leadership development; and financing to support community development. Since its inception, RCAC’s dedicated staff and active board have helped affect positive change in rural and Indigenous communities across the West.

**Events**

The Events unit coordinates more than 700 trainings, workshops, conferences, in-service and other events, both internal and external for all departments at RCAC.

**Position Description**

Major responsibilities include but are not limited to, gather, and analyze data to guide organization decision making, contribute to the overall improvement of business reporting by maintaining data systems and implementing processes and initiatives that ultimately increase the effectiveness and integrity of data reporting and documentation. This position will help to identify requirements and design and implement reporting systems based on these needs. Other duties include creating and maintaining online Standard Operating Procedures (SOP) and assist with training new staff.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Examples of responsibilities and duties include, but are not limited to, the following:**

* Coordinate with internal partners to ensure effective ongoing evaluation of trainings at RCAC, that aligns with the Date and Impact Initiative
* Serve as the primary Event Department contact for all reporting and data collection
* Provide analytical support and assistance with budget preparation and project management
* Design business analysis and data recording systems for use throughout the department
* Maintain databases and perform updates as necessary to ensure accuracy
* Regularly examine data reports to locate and resolve mistakes throughout
* Create business reports that provide insight into key data points
  + *SAFE & AFFORDABLE FUNDING FOR EQUITY AND RESLILIENCE* (SAFER) PART Survey Monthly Report
  + SAFER Monthly Attendance Report
  + Monthly Environmental Technical Assistance Report
  + Quarterly Key Performance Indicators Report
* Communicate the results of data analysis in written and verbal form to managers
* Develop guidance documents and help train staff on new procedures and update as necessary
* Assist with the SAFER Train Program and work with the Field Manager to ensure all training attendance and evaluations are completed on a timely basis
* Analyze contracts and funder hours and track deliverables set forth in the contract, providing support and coordination for the Event Manager and Assistant Director, Events.

**Skills and Qualifications**

* Proficiency with Microsoft Office, particularly Excel (Formulas and Pivot Tables/Charts), Database, PowerPoint, Outlook and SharePoint
* Ability to work independently as well as in team environments
* Ability to trouble shoot and problem solve
* Organizes and prioritizes work to meet multiple deadlines
* Ability to listen effectively and communicate verbally and in writing
* Ability to work with minimum supervision and handle multiple priorities simultaneously
* English language, grammar, spelling and punctuation
* Provide a high level of customer service
* Organize and prioritize work to meet established timelines

**Preferred Education and Experience**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may include:

Experience

Two years of applicable experience in training management, data collection, registration and computer systems or other closely related fields (education may be substituted for part of the experience).

Preferred Education

Bachelor’s degree (additional qualifying experience may be substituted).

**Physical Job Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to 5 days per quarter) automobile and airline travel, including overnight travel.

**Special Requirements:**

Possession of a valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy will be required when traveling for business purposes.

RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.

RCAC employees are federally mandated to be vaccinated against COVID-19 as a condition of employment, subject to reasonable accommodation as required by law.