



brighterbites

## Job Description Data Analyst 1

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Title: Data Analyst 1  
Reports to: Director of Analytics  
Location: Houston, TX

Start Date: July 1, 2017

### About Brighter Bites

Brighter Bites is a 501(c)(3) nonprofit organization that brings healthy choices into the homes, minds, and mealtimes of families who live in underserved communities. For 16 weeks during the school year and 8 weeks during the summer, Brighter Bites provides: 1) 50 servings (~25lbs) of fresh fruits and vegetables to participating families each week, 2) nutrition education taught in the classroom through a train the trainer model, as well as handbooks, recipe cards and healthy tip sheets for parents, and 3) a fun food experience consisting of a healthy recipe tasting for families to try when they pick up their produce.

Since inception in 2012, Brighter Bites has distributed > 13Mlbs of produce to more than 20,000 separate families whose kids attend over 100 different schools, camps, and after school programs. To learn more about Brighter Bites, visit [www.brighterbites.org](http://www.brighterbites.org).

### Position Description

The Brighter Bites Data Analyst 1 will assist with the standardization of data collection and management for Brighter Bites program implementation. This will include but is not limited to: testing and documenting data interfaces, drafting protocol for data collection, updating surveys, ensuring data quality by running reports, responding to and resolving data requests from Brighter Bites staff, and assisting in the development and testing of new databases.

### General Responsibilities

- Provide support for and maintenance of existing Brighter Bites databases and software.
- Create and replicate reports for internal and external use.
- Coordinate and collaborate across departments, sites, and organizations regarding Brighter Bites data and applications.
- Assist with documenting and managing all measurements of Brighter Bites program implementation.
- Work effectively with local and remote employees.
- Track Brighter Bites program components by maintaining accurate data and reports for each site.
- Collaborate with Brighter Bites team on development, implementation, and management of program policies and procedures.
- Interact with the public and/or external organizations to facilitate data collection.
- Provide hardware and software technical support for Brighter Bites staff.
- Prepare and deliver presentations at professional meetings as assigned.

- Other duties as assigned.

## Qualifications

- A passion for Brighter Bites' mission and research objectives.
- Education: Bachelor's degree in any statistical or mathematics field, or social sciences (with experience in data management)
- Experience: Minimum 1 year experience with digital data management, preferably in a research or IT setting. Experience requirement waived with coursework in data analysis and statistical software.
- Excellent oral and written communication skills.
- Must be comfortable with software and technology for the purposes of troubleshooting software, coding, and hardware.
- Knowledge of or coursework in MS Excel, and/or other statistical applications to perform various types of data analysis.
- Attention to detail.

## Operational and Physical Requirements

- Travel (<5% of time): Must be able to travel independently to school sites around city area (w/ mileage reimbursed) and some travel to other cities in US.
- Must be able to lift or move hardware (up to 50 lbs).

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*To apply, please send resume and cover letter to [gregory.bounds@brighterbites.org](mailto:gregory.bounds@brighterbites.org) with the subject line "Data Analyst".*

