

PMINYC Volunteer Relations Data Analyst

DESCRIPTION

PMINYC seeks a Data Analyst to support Volunteer Relations.

Chapter volunteers deliver all of the programs and services we offer to our members and our community. We are highly dependent upon maintaining accurate information about those volunteers.

The Volunteer Relations Data Analyst works with member and volunteer data across multiple applications, platforms, and system environments. The analyst supports all aspects of Volunteer Engagement including: Recruitment, On-boarding, Compliance, Development, Support, Satisfaction, Volunteer appreciation and Retention. In addition to supporting current processes, the analyst will play a crucial role as we transition our processes to a new integrated application platform.

The Analyst reports to, and is supported by, the Program Manager for Volunteer Experience. and the VP of Membership

RESPONSIBILITIES

1. Analyze and maintain data supporting Volunteer Relations across applications including: Google Sheets, Dark Rhino (chapter web platform) and DocuSign.
2. Use analytical approaches to generate simple reports which highlight actions which need to be taken by the Volunteer Relations team, chapter leaders or other volunteers or members.
3. Identify process improvements which can be taken in the near term, as well as those which require further development.
4. Work with Technology on tools which support the volunteer processes.

STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Work with volunteers at all levels of responsibility

LEADERSHIP SKILLS

- Well organized
- Comfortable with processes, tools, and improvement
- Facility with Google Sheets (or Excel) and Google AppScript (or Javascript) is highly desirable.

COMMITMENT REQUIRED

- About 10 hours per month

REQUIRED CREDENTIALS

- No credentials required.

PDU'S TO BE AWARDED

- 1 PDU per hour volunteered. Includes all meetings and time spent in communications, planning, and working directly with the teams and working at events/services. Maximum 25 PDU's, per renewal period, awarded under Category "Giving Back" per CCRS Handbook.
- Refer to the Handbook for the most current information.

ANTICIPATED BENEFITS TO VOLUNTEER

- Earn PDU's
- Build strong networking relationships
- Produce documentable career-enhancing achievements
- Opportunity to give back to your community

CONTACT

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