



**Position:** Data Analyst/Evaluator

**Supervisor:** Project Director/s (Project Aware & Opta Ocanku)

**Travel Required:** Up to 10%

**Hours:** Full Time (Project Aware & Opta Ocanku)

**Salary Range:** Dependent on Education & Experience

**Description of Duties and Responsibilities**

(1) Support the project director to implement and administer the grant-funded project plan and achieve operational objectives to ensure the flawless execution of all program activities. (2) Responsible for understanding, tracking, and reporting on the manner in which quantitative and qualitative program data is utilized by the aforementioned grant. (3) Responsible for analyzing, evaluating, and assessing the success of the aforementioned grant using administrative and performance data collected in the course of grant administration and implementation. (4) Promotes what is learned from these evaluations and assessments by developing data-interpretive expert narratives which may be communicated via analytical reports, graphs and tables, toolkits, stakeholder webinars, policy briefs, and conference presentations for purposes of dissemination to the public and policymakers. (5) Responsibilities include preparing reports summarizing the findings of the data analysis conducted as part of the grant evaluation efforts. (6) Lead staff in reviewing project data to promote continuous improvement. (7) Will complete Trauma Informed Educational Impact Training; and Lakota Mental Health Training. (8) Other duties as assigned.

**Qualifications for Position**

(1) Background in quantitative analysis. (2) Experience with the evaluation of federal grants, including federal programs. (3) Excellent written and verbal communication skills. (4) Work experience in tribal communities. (4) Master’s degree required.

**Skills and Knowledge**

Required	Preferred
<ul style="list-style-type: none"> <li>● Experience with tribal communities</li> <li>● Evaluation experience</li> <li>● Knowledge of quantitative analysis programs and platforms</li> </ul>	<ul style="list-style-type: none"> <li>● Lakota speakership</li> </ul>