SUMMARY:
Do you seek an environment that encourages everyone to grow to their fullest potential? Are you a people person with strong attention to detail? Do you want to work for one of the top 10 non-profit organizations to work from in Oregon for 5 consecutive years? Are you passionate about building a more just society by empowering Latinas to lead? Join the Adelante Mujeres family and become part of a growing organization providing award-winning programming and holistic services to more than 13,000 Latina women and children annually in Oregon. Adelante Mujeres means "women rise up" and the women and girls in our program are doing just that. With your help, we can build the next generation of Latinx leaders. Located in Forest Grove, Oregon and founded in 2002, Adelante Mujeres is known for innovative responses to community concerns.

RESPONSIBILITIES:
The Data Analyst carries out the analysis, reporting, and interpretation of data for Adelante Mujeres to measure the impact of our work, and to drive the continuous improvement of Adelante’s strategies, programs, and activities. The Data Analyst serves as Adelante’s Salesforce Administrator, supporting users across the organization to enable the collection, storage, analysis and data visualization of donor, participant, and community level data to ensure evidence-based decision-making. In addition, the Data Analyst partners with Adelante’s leadership on the implementation and ongoing refinement of an evaluation plan. The position reports to the Professional Development Manager and serves as an integral member of the Expanded Senior Management Team.

Data Administration, Collection, Monitoring & Analysis
- Serve as primary administrator of the Salesforce platform environment with 60+ users
- Handle all basic admin functions including user maintenance, modification of page layouts, generation of reports and dashboards, creation of new fields and other routine tasks.
- Create and manage Salesforce roles, profiles, sharing rules, workflows, groups.
- Gather, prioritize, and implement system improvements and third-party integrations, working alongside outside consultants.
- Develop and train staff on processes that ensure data integrity and accuracy, including standardization, validation, and deduplication.

Program Evaluation & Impact Analysis
- Assist with program evaluation research and design to measure the impact of Adelante’s programming.
- Develop methods to track new outcomes and evaluation data, including a standardized internal approach to impact analysis.
- Utilize Excel, Canva, or other available data visualization tools to bring data to life.
- Produce quarterly and annual reports for key stakeholders, community partners and funders.
QUALIFICATIONS:
We recognize that there are multiple expressions of professional readiness. When we review applications, we take a comprehensive look at each applicant. Our goal is to assess your unique strengths. The ideal candidate has many of the following skills and experience:

- A passionate commitment to the goals and mission of Adelante Mujeres and support for immigrant and BIPOC communities
- Minimum three (3) years of work experience as a Data Analyst, Business Analyst or Salesforce Administrator.
- Extensive experience in the administration and maintenance of a CRM platform.
- In-depth knowledge of Salesforce products and their functionalities.
- Strong analytical skills with the ability to collect, organize, analyze and communicate accurate information.
- Excellent written and oral communication skills.
- Excellent project management skills.
- Ability to provide training and end-user support.
- Highly curious and creative problem-solver
- Bilingual-Bicultural Spanish/English.
- Committed to education, social justice, women’s empowerment and the environment

Additional Requirements:
- COVID-19 vaccine and booster required except for religious or medical accommodation
- Complete Criminal Background Check
- Possess current driver’s license and auto insurance coverage
- Ability to travel out of town to attend workshops or trainings

SALARY & BENEFITS:
- Salary range: $50-$56K depending on qualifications
- Classification: Full-time, hourly
- Telework: up to 3 days a week
- Benefits: health, vision, dental, short-term and long-term disability, 401K pension plan, life insurance, EAP, professional development opportunities, paid leave of absence, paid holidays (12.5 days annually), sick days (up to 9 days annually), personal days (3 days per year), vacation per year (up to 20 days years one through five, up to 25 days after five years), and sabbatical (1 month at 10 years of employment)
- Opportunity for broad and impactful work with a visionary, growing organization

TO APPLY:
Please complete a job application or submit the following material electronically (PDF preferred) to hr@adelantemujeres.org (no phone calls, please)

- A one-page cover letter outlining your qualifications, experience and interest in the position and Adelante Mujeres
- A resume detailing relevant experience, qualifications, work history, education and accomplishments
- Three professional references may be requested later in the hiring process

Thank you for your interest in employment at Adelante Mujeres. We will be contacting applicants whose applications indicate a strong combination of relevant experience and qualifications and skills.

Closing date: Open until filled  Anticipated start date: January 23, 2023
Adelante Mujeres is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, perceived pregnancy, childbirth, breastfeeding, or any related medical condition, physical or mental disability or veteran status in accordance with applicable federal and state laws. Adelante Mujeres is compliant with the American with Disabilities Act and we are committed to making special accommodations for your interview or work as a member of our team. If specific accommodations are needed, please notify hr@adelantemujeres.org and we will work to accommodate your needs.