



Data Analysis & Evaluation Assistant

Reports to: Community Engagement Director OR Associate Director of Programs

Department: Community Engagement AND/OR Safe Passage Programs

Description of role: Data Analysis & Evaluation Assistants provide support in the Community Engagement Department and/or cross-departmentally in Safe Passage programs. Volunteers in this position play a crucial role in helping the organization understand the efficacy of our programming, as well as communicating impacts to community members and other stakeholders.

Primary Responsibilities:

- Provide support in the collection and analysis of data to communicate the efficacy and impact of Safe Passage programs and services.
- Contribute to the development, implementation, and evaluation of systems to analyze and meaningfully utilize data.
- Contribute to reporting efforts for funders, Safe Passage staff and board members, and other stakeholders.
- Provide administrative support to assigned task supervisor, as needed.

Secondary Responsibilities:

- Complete initial and ongoing training for the role.
- Attend ongoing supervisions with the assigned task supervisor.
- Log training and/or volunteer hours weekly in the volunteer database.

Skills/Qualifications Needed:

- Experience with data collection, research, and analysis
- Excellent technological skills and access to a computer with reliable internet access
- Strong written communication
- Ability to work collaboratively with others and independently
- Strong attention to details and strong organizational skills
- Experience with Zoom and Google Suite

Beneficial skills:

- Some knowledge of domestic or sexual violence services and prevention work

Training:

- Safe Passage Ambassador Volunteer training (8-15 hrs)

Time Commitment

Data Analysis & Evaluation Assistants contribute time on a task/project-based schedule, with an ideal commitment of at least 5 hours a month. Deadlines are set per the mutual agreement of the volunteer and their assigned task supervisor and may be subject to change. This role can be completed remotely.

About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of intimate partner violence. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

Our Mission: Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse. We support survivors and their families. We engage our community. We advocate for systemic change.

Learn more at www.safepass.org.