



**Position: SPF Data Analyst**

Full-time Exempt position: 37.5 hours/week

Salary Range: Full-Time Exempt \$ 48,000 - \$50,000

Benefits: Health Stipend, Retirement match,

14 holidays, personal leave accrual, & flexible schedule

**Introduction:**

The Strategic Prevention Framework (SPF) Data Analyst will perform the collection, analysis, and interpretation of data in collaboration with the Drug Prevention taskforce, which is a task force of the Ketchikan Wellness Coalition. This role reports to the SPF Program Director and is advised by members of the Drug Prevention taskforce, Ketchikan Youth Alliance, Ketchikan Wellness Coalition Governing Board, and the Executive Director.

The Data Analyst will conduct an assessment on behavioral health disparities across a wide range of diseases, behavioral risk factors, environmental exposures, social determinants, and access to care by sex, race and ethnicity, income, education, disability status and other social characteristics.

Plan/direct detailed studies of public health issues pertaining to substance use/misuse to discover ways to prevent and treat the issues. Perform the collection, analysis, and interpretation of data by using observations, interviews, surveys/questionnaires, archival data, and literature reviews. Prepare Epidemiological Profile of the target communities including detailed description of local conditions, root causes, and intervening variables. Communicate findings to policymakers, practitioners, and the general public. Support development and implementation of mitigation strategies by engaging in program planning, monitoring, and outcome analysis.

The Ketchikan Wellness Coalition prides itself on being a flexible employer, allowing a combination of remote work and flexible work schedules. KWC accommodates the wellness of the community and the staff. Employees are encouraged to have a healthy and robust life outside of work.

**Skills, Abilities, Duties, and Responsibilities:**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required.*

- Demonstrate effective verbal and written communication skills, able to work independently, and able to organize and prioritize multiple tasks by deadlines.
- Possess group facilitation skills, including, but not limited to organizing and facilitating coalition meetings, task force committees, and all other designated meetings needed to implement the mission statement, goals, and objectives of the organization.
- Ability to speak effectively and professionally in public to a variety of audiences.
- Well versed in the disease of addiction and familiar with local conditions related to substance use disorder in Alaska. Familiar with prevention, treatment, and recovery disciplines.
- Proficient in Microsoft Word, Excel, and PowerPoint.
- Create and form positive, authentic relationships with community members from multiple backgrounds, perspectives, and experiences and inspire involvement in our work.
- Support youth engagement and prevention activities.
- Act as a representative of the KWC Coalition at community meetings and events locally, statewide, and nationally.
- Continually broaden expertise in the prevention of substance use area and serve as resource person.
- Work with the SPF program director and hired consultants to support coalition data collection and evaluation efforts.
- Perform other duties as assigned.

**Qualifications:**

**A successful applicant will not abuse alcohol, or misuse controlled substances (to include marijuana).** A passed drug test is required before the applicant can be hired.

**Required Experience:**

- High school diploma, but a bachelor's degree or associate degree preferred. Preference given to anyone with Bachelor of Arts/Science degree from a four-year accredited college or university in Public Health, Epidemiology, Data Science, or a closely related field.
- Experience in administrative environment and advanced clerical skills.
- Lived experience is valued.

**Travel and any other special conditions or requirements:**

Some tasks may require personal use of a vehicle. We consider it an asset to have a driver's license and access to a vehicle. There is also the possibility of travelling outside of Ketchikan, Alaska for training or programming.