

Position Description

Data Analyst & Marketing

Position Title: Data Analyst & Marketing		Location: Remote
Length of Performance: 2 year commitment		Time Commitment: 12 hrs/week
Mission & Values	<ul style="list-style-type: none">• Christian Brigades is an interfaith organization providing sustainable healthcare development and educational structure to rural communities around the world.• Hope, Reach, Empower	
Role Purpose	<ul style="list-style-type: none">• Increase awareness of Christian Brigades by managing and keeping our databases up to date, providing visuals of the data in graphic formats for presentation and reporting purposes. Developing and curating engaging content for social media platforms and analyzing analytics.	
Key Responsibilities	<p>Social Media Data:</p> <ul style="list-style-type: none">• Develop and curate engaging content for social media• Manage Social Media Calendar• Work with graphic designer for campaign images• Assist with Donor and Volunteer Relations thru Social media platforms• Monitor and document the progress of social media analytics• Provide suggestions and direction to directors based on social media analytics• Maintain and update databases, charts and other systems for tracking and reporting campaign information and activity.• Monitor Volunteer Social Media Engagement• Maintain branding throughout• Generate innovative ideas <p>Admin Data:</p> <ul style="list-style-type: none">• Maintain Volunteer Databases Organized and up to date• Type up Patient Charts and Analyze Volunteer Evaluations, provide statistics for reports and presentations• Provide regular updates from each department dashboard	
Relationships	<ul style="list-style-type: none">• CB Development Director• Volunteer Relations Coordinator• Donor Relations• Volunteers	
Qualifications	<p>Assets</p> <ul style="list-style-type: none">• Driver's License, must have reliable transportation & laptop & access to wifi / hotspot• Able to work in person with the director once a quarter. (Driving or Flying in)• Experience working with people from diverse backgrounds & ages• BA/BS or currently working towards a degree in communications, marketing, public relations, business or relevant field. <p>Traits/Experiences</p> <ul style="list-style-type: none">• One year minimum of experience in marketing & creative writing• Customer Service, prior leadership experiences• Organized, neat & detail oriented• Attention to detail, strong analytical skills• Excellent computer skills, including database management/researching	

CHRISTIAN **BRIGADES**

	<ul style="list-style-type: none"> • Positive attitude, self-motivation, ability to prioritize and meet deadlines. • Able to work with other departments and across teams <p>Communication:</p> <ul style="list-style-type: none"> • Fluent interpersonal skills with a variety of constituents • Strong verbal & public speaking skills • Bilingual: Fluent in both Spanish & English • Strong written communication ability • Problem Solving Ability • Ability to interview audiences • Storytelling & creative writing skills
Training	<ul style="list-style-type: none"> • CB Programs, CB Database, Nonprofit Marketing, Nonprofit Management.
Reports to	<ul style="list-style-type: none"> • CB Development Director
Development Opportunities	<ul style="list-style-type: none"> • Chance to improve/gain knowledge: public speaking, data analysis, nonprofit marketing, nonprofit fundraising, international relations, donor and volunteer relations, interpersonal relations, professional development, ministry development. • Increase knowledge of global health issues • Opportunity to network with a diverse range of cultures.
Compensation	<ul style="list-style-type: none"> • After 1 year on Staff, and serving as an active staff during trip dates – All CB Trips are covered (\$1,750 value/trip)

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

Print Name

Signature

Date