

Information Technology Coordinator & Data Analysis – Part Time

FUNCTION: Provides organizational analytics and IT support for all staff members

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: The ideal candidate for the Information Technology Coordinator & Data Analyst position is a self-motivated individual willing to learn and work in a fast-paced, dynamic environment. This individual is flexible, but cognizant of deadlines, and works well within a team-driven office. A High School Diploma is required, and a College Degree in the IT area is preferred.

SKILLS: The following skills are required:

- Familiar with Microsoft Power BI.
- Familiar with Crystal Reports or Crystal SAP.
- Experience with Microsoft Excel.
- Experience working with complex datasets.
- Ability to work within a predetermined timeframe and meet deadlines.
- Ability to work both as part of a team and independently.
- Familiarity with all Microsoft O365 products, including Excel, Word, SharePoint, Teams, and others as necessary.
- Basic knowledge of computers and general troubleshooting skill

RESPONSIBILITIES:

The IT Coordinator & Data Analyst is responsible for the following duties:

- Design and build reports using Microsoft Power BI and other reporting/data software as applicable for various purposes needed by the organization, including but not limited to:
 - Physical mailing lists
 - Email lists
 - Demographics
 - Rosters
- Verify data against database records for accuracy.
- Confer with departments regarding data discrepancies and outliers.
- Manipulate and disseminate data based on department requests.
- Assist with maintenance of database records to create more accurate reporting.

- Assist Director of IT with basic Systems Administration-related tasks, including but not limited to:
 - Troubleshooting
 - Software management
 - Hardware inventory management
- Other duties as assigned.

RELATIONSHIP:

Reports to the Director of Information Technology. Must work as a team member with all staff, departments, and volunteer leadership.

Please send resume and cover letter to Karen Clark at finance@ponyclub.org.