Innovate Birmingham

PROGRAM ANALYST JOB DESCRIPTION

EMPLOYMENT TYPE: Full-Time

TITLE: Program Analyst

ABOUT THE ROLE:
Reporting to the Director of Engagement, the Program Analyst will be responsible for streamlining Innovate Birmingham's (IB) data-driven processes, maintaining the accuracy of organizational data, as well as coordinating and distributing correspondence with appropriate parties both internally and externally.

WHAT YOU'LL DO:

- Gather and analyze participant, donor, and employer data
- Assist Operations Coordinator with grant reporting
- Coordinate grant-related earn and learn programs with employer partners
- Distribute correspondence to participants for IB and grant-related activities
- Write and edit documents including letters, reports and instructional materials
- Maintain filing systems, both electronic and physical

REQUIRED SKILLS, EDUCATION, AND EXPERIENCE:

- High School Diploma/GED
- 3-5 years of administrative experience
- Data input
- Strong written and verbal communication Skills
- Data management
- Microsoft Suite including proficiency in Excel, Word and Powerpoint
- CRM experience preferred, but not required
- Experience working with project management software preferred, but not required

HOW TO APPLY
1. Send your cover letter and resume to haleyh@innovatebham.com
2. Please put *"PROGRAM ANALYST"* in the email subject line
3. Applicants will be accepted on a rolling basis until position is filled

ABOUT INNOVATE BIRMINGHAM
Innovate Birmingham is a 501c3 nonprofit organization that meets the talent needs of regional employers by harnessing the potential of local talent. We do this by providing holistic support and career development for aspiring tech professionals, and producing programs that align with local industry standards.