



AMERICA'S
ESSENTIAL
HOSPITALS

Data Analyst

Position Summary:

The Data Analyst is a key member of the Analytics team who conducts data collection, analysis and warehousing in support of America's Essential Hospitals' research, performance improvement, advocacy and policy, and communications activities. Additionally, the data analyst will work with members of the Analytics team to develop and implement new and innovative data visualization techniques to support organizational activities.

Reports to:

Manager of Analytics

Principle Duties and Responsibilities:

- Conduct data collection, cleaning/standardization, and ongoing maintenance of the organization's data warehouse;
- Work with members of the Analytics team to conduct analyses of healthcare datasets to inform the organization's research and policy positions;
- Work with members of the Analytics team to develop and conduct surveys, including the Annual Hospital Characteristics Survey, to collect information from member organizations that is not available from other sources;
- Under the direction of the Manager of Analytics, use a variety of data sources, including the organization's data warehouse and other national and state databases, to synthesize and interpret trends in healthcare access, affordability, and quality, and communicate in oral and written form the results of this work to staff members and external audiences;
- Under the direction of the Manager of Analytics, present data and develop reports for professional and lay audiences, including the development and distribution of white papers, briefs, member performance reports, infographics, maps, etc.;



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- Respond to research data inquiries from staff, members, and the public at-large; and
- Assist staff and provide guidance for data related project planning and data collection.

Minimum Knowledge, Skills, and Abilities Required:

- Excellent analytical, written, and verbal communication skills;
- Demonstrated knowledge and understanding of research methods including quantitative and qualitative data collection and analysis and statistical process control;
- Proven ability to manage, manipulate, and analyze large data sets;
- Strong organization and prioritization skills;
- Established ability to work independently and as part of a team;
- Established ability to balance responsibilities for multiple time sensitive projects;
- High degree of proficiency with Microsoft Office Suite (must be proficient in Excel, Word, and PowerPoint) and Microsoft Access;
- Experience performing manipulation and analyses of large data sets using SAS (preferred) and/or SPSS statistical analysis software;
- Basic familiarity with SQL, PL/SQL, Visual Basic, or similar programming; and,
- Basic knowledge of geographic mapping and geocoding.

Minimum Education and Experience Required:

- Bachelor's degree in biostatistics, statistics, public health, health care administration, public policy, or related fields, plus 1 to 3 years of related work experience.

To apply for the Data Analyst position with America's Essential Hospitals:

Please forward your resume and cover letter to careerpty@essentialhospitals.org.