



Philadelphia Youth Network, Inc. Job Description

Job Title: Business Intelligence Associate		Location: 400 Market Street
Division: Information Systems		Department: Information Systems
Reports to: Director, Information Systems		Date Posted: 3/26/19
Benefits: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	Hours: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of Position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern
<p>About the Philadelphia Youth Network:</p> <p>The Philadelphia Youth Network (PYN) is a solutions-builder forging together significant players to alleviate a root cause of poverty by preparing 12-24-year-olds to become productive working adults. Our work is grounded in the understanding that young people need access to both education and employment, proven factors in being prepared for a career. With a track record of increasing impact, PYN funds and brokers action with the right partners to collectively address barriers. PYN constructs systems to create change, while innovating to meet evolving needs. Together with our partners, PYN dramatically changes the trajectory of individuals' lives by giving voice to underserved youth, and ultimately creating a pipeline for an educated, engaged workforce. For more information, visit www.pyninc.org.</p> <p>About the Information Systems Department:</p> <p>The Information Systems Department (IS) is responsible for the operation of the Organization's technology infrastructure in support of its core functions. In doing so, among other responsibilities, IS manages the organization's network infrastructure, servers, web sites, databases, and compliance with local and federal government requirements.</p> <p>General Description:</p> <p>The Business Intelligence Associate supports the Organization's businesses and processes in turning data and collection systems into useable tools for decision making. It is the employee's responsibility to help design, build, evaluate, and support reports and dashboards for relevant business units or processes. The ideal candidate will play an integral part in maintaining the Organization's competitive edge by leveraging data for unique insights.</p>		
<p>Essential Functions:</p> <ul style="list-style-type: none"> • Analyze and design processes for the Organization's Business Intelligence implementations • Serve as a liaison for cross functional teams and examine datasets and software programs, while also being a communicator that can deliver insights gleaned to non-technical professionals 		

- Translate user requests and processes into functional and technical specifications and project plans
- Support the Organization by helping align business objectives to BI implementations
- Participate in the evaluation and selection of business solutions and products to meet the Organization's business data requirements
- Remain current in new and current technologies and methodologies as it relates to BI
- Other duties as assigned

Education, Experience & Skills Required:

- Bachelor's degree in Computer Science or Information Systems; or 2 additional years of equivalent experience
- Essential understanding of SQL and/or vendor specific BI products (Microsoft Power BI, Excel, TOAD, Efforts to Outcomes, or other appropriate Business Intelligence or Data Warehouse solutions)
- Proficiency in Microsoft Office 365 products and services with the ability to integrate a wide-range of technology and data management into daily work.
- Excellent self-direction and the ability to take ownership and drive responsibilities through to completion; to work independently within a team structure
- Demonstrated ability to prioritize projects, be flexible, and work effectively with attention to detail and a high level of accuracy
- Strong problem-solving and analytical skills
- Strong communication skills and the ability to write and speak clearly and persuasively on technical subjects to technical and non-technical audiences
- Candidates will typically possess more than 5 years of programming experience in related fields, though it is understood that extremely qualified candidates may achieve this competency level in less time.
- Successful completion of background checks (PA State Criminal, PA Department of Public Welfare Child Abuse, U.S. Department of Justice National Sex Offender Registry, and F.B.I. fingerprinting)

Interested candidates should send a cover letter and resume to jobopps@pyninc.org.