

<b>Job Title</b>	Data Analyst
<b>Employer/ Agency</b>	SEARCH Homeless Center
<b>Job Description</b>	Vital role managing our HMIS database. Works with Program Managers, line staff, and collaborative partner agencies to ensure complete and accurate data is collected with integrity. Helps us all quantify the impact of our work across five programs and 20+ funding streams. Liaison for SEARCH with the Coalition for all topics related to effective use of HMIS system. Ongoing activities include training users at every level, monitoring entries for quality assurance, troubleshooting data collection/reporting problems, designing and running complex queries for APR reports, program evaluations, CQI initiatives, annual reports, and special needs as they occur.
<b>Qualifications</b>	Deep understanding of social services industry preferred. 2-5 years demonstrated experience with complex queries, database administration, help desk support, and user training ideal. Advance knowledge in Microsoft Excel and Microsoft Access required. Research background helpful. Related Bachelor's degree strongly preferred, strong written and verbal communication, analytical, and problem solving skills essential.
<b>Salary/Hours</b>	\$45,000 - \$60,000
<b>Employer/Agency</b>	SEARCH Homeless Center
<b>Address</b>	2505 Fannin
<b>City, State, Zip</b>	Houston, TX 77002
<b>Contact Person</b>	Jaime McMinn
<b>Contact Title</b>	Director of Human Resources
<b>Telephone Number</b>	713.739.7752
<b>Email Address</b>	<a href="mailto:hr@SEARCHhomeless.org">hr@SEARCHhomeless.org</a>
<b>Application Method</b>	Prefer that candidates submit resume via email.
<b>Opening Date</b>	Immediately

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