



Data Specialist

Feed. Engage. Strengthen.

Imagine a place where your talent can make a meaningful difference in children's lives. Working at Mountaineer Food Bank is a uniquely rewarding experience in which our employees work together as vital parts of a much larger mission: to feed the hungry in West Virginia. We are innovative, mission-focused, diverse, collaborative, values-driven and focused on results.

We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, our mission is to feed West Virginia's hungry through a network of feeding programs and engage the state in the fight to end hunger.

What you'll do

We need someone with a strong drive for technology and data. Someone that can take numbers and tell the story of our work. This position works to provide all reporting for our grants and Feeding America data collection. You will be working across all departments to make sure that MFB has the most accurate information. Additionally, your creative side will be tested as you work to help us evaluate the metrics we track for success!

Here are examples of what you'll be doing everyday:

- Work within our existing software, as well as, databases such as Excel/Access to provide reports internally and externally.
- Team up with our development team to create tools to track our grant metrics.
- Manage inventory reporting for the organization.
- Do your part to help us run smoothly and pitch in wherever you can to advance our mission



And then there's you....

- Want to be the best. You thrive in a fast-paced environment with tight deadlines, and are always thinking two steps ahead of everyone else.
- Detail orientated and a perfectionist that catches the smallest mistake.
- Excels with technology and is a fast learner with new software.

Of course...

We are an equal opportunity employer and all applicants will be considered. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia.

\$15.00-17.00 per hour salary range based on experience plus generous benefit package including 100% employer paid health, vision, dental, and life insurance. Also includes paid time off, and 401k option. Send resume, references, and cover letter to chad@mountaineerfoodbank.org by August 1.

Feel free to call or direct any questions about this opportunity to Executive Director, Chad Morrison at chad@mountaineerfoodbank.org or 304-364-5518. We look forward to talking to you!