



Position: Data Analyst
Locations: Catholic Schools Office and Strategic Planning Office, Fall River, MA
Classification: Full-time, Exempt

The Diocese of Fall River is seeking a **Data Analyst** in Fall River, MA. We are seeking a self-motivated and team-orientated individual of high integrity who possesses a great work ethic and is passionate about fulfilling “Christ’s work on earth!”

The Diocese of Fall River is standing on the threshold of a life-changing chapter in its 120-year history, and we are looking for someone who is driven to be an integral part of this exciting team. The Diocese of Fall River, established on March 12, 1904, serves Southeastern Massachusetts, Cape Cod and the Islands, and covers 1,194 square miles. This Catholic community is divided into five territories or deaneries; has 132 entities, such as schools, nursing homes, and cemeteries and 288,000 persons who worship in 69 parishes.

The **Data Analyst** will report to the Superintendent of Schools and the Diocesan Director of Strategic Planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain and oversee a centralized hub of current and archived school data at the Catholic Schools Office to be used in each school’s continuous improvement cycle.
- Identify strengths and challenges across the Diocese within schools and parishes and share findings with relevant teams at appropriate times.
- Gather and consolidate data from various sources including parish records, national directory submissions, financial reports, and community engagement metrics.
- Develop and maintain a system to support Diocesan planning and evangelization needs and decisions, ensuring data is organized, easily accessible and visualized appropriately for leadership.
- Create tools and reports for Diocesan and school stakeholders that empower them to make data-informed decisions.
- Support the design and implementation of internal studies to analyze effectiveness of current models and programs.
- Identify leading indicators for school achievement metrics used to evaluate school health on a continuous basis.
- Collaborate with senior leadership to analyze survey data and provide actionable insights to drive employee retention at schools.
- Provide professional development opportunities for school, parish and Diocesan leaders.
- Oversee and ensure the accuracy of data collection and entry into data platforms.
- Ensure compliance with relevant data protection regulations and Diocesan policies

- regarding data privacy and security.
- Any other duties as assigned by the Superintendent or Director of Strategic Planning.

QUALIFICATIONS:

- Bachelor's Degree from an accredited institution of higher learning and experience in data-analysis, preferably with experience in any of the following: non-profit, Catholic education, or religious organization.
- Demonstrate an awareness of, and commitment to, the Catholic traditions of education, service, and social justice.
- Possess the ability to lead and represent a Catholic organization with integrity and to work harmoniously with diverse Diocesan and school learning communities.
- Knowledgeable of current and emerging trends in the field of data analysis.
- Experience with data-analysis and visualization tools, such as Tableau, is preferred.
- Ability to analyze trends and patterns in data to provide actionable insights and support decision-making processes. Exceptional communication and interpersonal skills, including the proven ability to engage with, and inspire a wide range of stakeholders.
- Possess critical thinking and problem-solving skills.
- Have a passion for problem solving, data analysis and data systems.

PHYSICAL PERFORMANCE ELEMENTS:

- Local travel within the Diocese required.
- Ability to use a computer workstation for up to eight hours/day.
- Ability to sit or stand for extended periods of time.

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to Jennifer Oliveira, Human Resources Manager. E-mail: jliveira@dioc-fr.org; Confidential Fax: (508) 689-7920; Mail: Diocese of Fall River, The Chancery, 450 Highland Avenue, Fall River, MA ,02722.

Equal Opportunity Employer