

Hope Clinic for Women Job Description



Position Title: Data Analyst & Grant Coordinator
Position Type: **Part-Time**, (approx. 10-20 hours/week)

Work Environment: This job periodically requires travel to/from partner locations (e.g., schools, churches, and community organizations).

Reports to: Director of Clinical Strategy

Mission

Hope Clinic for Women is a faith-based, safe and confidential place for anyone dealing with life choices regarding past, present and future pregnancies. We provide education, counsel and medical care for anyone regardless of age, race or religion.

Vision

Hope Clinic for Women is a Christ centered ministry existing to honor the sanctity of all human life exemplified by:

- Teenagers and single adults choosing abstinence until marriage;
 - Women and men choosing life for their child in the midst of a pregnancy;
 - People experiencing God's grace and forgiveness after an abortion;
 - The transformation of hearts and lives by discovering the purpose and potential God intended for all His children.
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Position Description: This position is responsible for ensuring all programmatic, fiscal, and data activities meet federal grant expectations, policies, and requirements; ensures data relevant to SRAE (Sexual Risk Avoidance Education) programming—including entry and exit surveys—is collected, recorded, and reported in accordance with grant requirements and analyzes data to guide project planning and implementation.

Our goal is to prevent teenage pregnancies and STIs by building strong communities and cultivating safe and healthy relationships. This position assists the Relationship Education team as part of the Client Services department. Federal SRAE grant term is Oct 2023—Sep 2026 with potential for renewal.

Grant Coordination

- Assist Relationship Education Program Manager in executing federal SRAE grant, ensuring all programmatic, fiscal, and data activities meet federal grant expectations, policies, and requirements.
- Complete monthly/quarterly federal grant reports
- Participate in all federally required grantee webinars and check-ins

Data Entry/Analysis

- Complete data entry for weekly and monthly outcome reporting
- Ensure entry- and exit-surveys are completed for all classes
- Enter survey data in OMB-approved (federally required) reporting forms
- Assist with entering data and providing monthly analysis
- Analyze and present data to assist with program development

Program Administration

- Assist with program administration tasks
- Administer participant surveys remotely and in person

Meetings:

- All federally required grantee webinars and check-ins
- Monthly check-ins with supervisor

Required Qualifications/Skills:

- Experience with data analysis
- Experience with state or federal grant reporting
- 4-year degree
- Strong written communication skills
- Proficient in MS Office applications
- Detail-oriented

AAP/EEO Statement: Hope Clinic for Women provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability or genetics. In addition to federal law requirements, Hope Clinic for Women complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Hope Clinic for Women expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.