



**POSITION TITLE:** Data & Reporting Specialist (Entry Level)

**DEPARTMENT:** Technology Services

**STATUS:** Non-Exempt

**SALARY:** \$60,000 - \$62,000

**POSITION SUMMARY:**

The Worcester Housing Authority is excited to add an entry-level **Data and Reporting Specialist** to our growing Technology Services department!

In this position, you will play a key role in supporting the organization's data-driven decision-making by collecting, cleansing, validating, and analyzing data from a variety of sources. This position is responsible for compiling data from databases, manual files, and employee reports to generate accurate and insightful reports. The Specialist will also assist in developing user-friendly reporting tools to support organizational programs, including Section 8 housing initiatives.

Reporting to the Vice President of Technology Services, the Specialist will respond to data requests from various departments, ensuring timely delivery of both scheduled and ad hoc reports. This role is ideal for a detail-oriented individual with a strong interest in data management, analysis, and reporting within a collaborative, fast-paced environment.

This is an in-person, full-time, benefits-eligible role with standard business hours Monday-Friday, 8:00AM-4:30PM.

**Essential Functions:**

1. Work with internal teams to understand basic reporting needs and gather requirements for data reports.
2. Assist in creating and formatting simple reports and dashboards based on organizational needs.
3. Collect and enter data from various sources such as spreadsheets, databases, and internal systems.
4. Clean and organize data to ensure accuracy and consistency in reporting.
5. Support the development of regular and one-time reports for different departments using tools like Excel and Power BI.
6. Perform basic data analysis to identify patterns, trends, or issues in the data.
7. Help maintain and update databases or reporting systems as directed.
8. Assist in automating recurring reports to improve efficiency.
9. Document report processes and data sources to support accuracy and repeatability.
10. Attend meetings with staff and managers to review reports and make sure they meet their needs.
11. Learn and apply new tools and techniques for reporting and data visualization.
12. Support the team in identifying simple ways to improve how data is collected and shared.
13. Assist in compiling and analyzing data related to Section 8 funding, including voucher utilization, payment standards, and budget tracking
14. Collaborate with finance and housing departments to reconcile program data with financial records and identify discrepancies.

15. Develop dashboards to monitor key performance indicators (KPIs) for Section 8 programs, such as voucher issuance rate, lease-up rate, and funding utilization.
16. Support finance and housing departments in preparing HUD-required reports and ensuring data accuracy for compliance.
17. Performs similar job-related duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Bachelor's degree in business management or related field preferred.
2. Minimum of two (2) years of experience in data analysis.
3. Microsoft Power BI and Advanced Microsoft Excel skills.
4. Excellent customer service and interpersonal communication skills.
5. Technical expertise regarding data models, database design development, data warehousing and mining along with data segmentation techniques.
6. Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
7. Adept at queries, report writing and presenting findings.
8. Excellent presentation, facilitation, and communication skills, both oral and written.
9. Ability to work strategically with cross-functional senior leadership to effectively identify, design and implement strategic initiatives.
10. Ability to communicate effectively to both technical and non-technical teams, including translating complex data.
11. Strong analytical and deductive reasoning skills with a strong attention to detail.
12. Flexibility in multi-tasking and adapting to changes in priority.
13. Ability to complete tasks independently and make decisions and recommendations in compliance with reporting guidelines to ensure the accuracy and integrity of reported results.
14. Ability to be relied upon to be available for work.