

**Disability Rights Tennessee (DRT) seeks a Data and System Solutions Analyst. This position is responsible for:**

- **maintaining agency data systems,**
- **using available programs to increase efficiency,**
- **automation of processes,**
- **support general technology infrastructure**
- **advise leadership on technology issues.**

**The position is 37.5 hours a week. Primarily remote work with instate travel and onsite work required on occasion. Only resumes submitted with a cover letter will be considered.**

### **Who We Are**

DRT is a nonprofit organization dedicated to protecting the rights of Tennesseans with disabilities. DRT is the designated Protection & Advocacy System (P&A) and Client Assistance Program (CAP) for Tennessee. For over 45 years, our agency has served more than 57,000 Tennesseans. DRT is funded through federal grants, state contracts, private donations, and grants. DRT has eleven programs which provide services across the state and across issues. To learn more about DRT, visit us at [DisabilityRightsTN.org](http://DisabilityRightsTN.org) or on social media.

### **What You Will Do**

#### **Workflow Automation**

- Analyze existing agency processes with leadership to identify and recommend opportunities to improve work methods and for automation.
- Collaborate with agency teams to translate needs into solutions using available technology
- Maintain, design, and/or implement automated workflows using Power Automate and other systems to enhance app functionality.

#### **Data Management**

- Administer the agency's proprietary database.
- Assist leadership with monitoring data quality and addressing data discrepancies or inconsistencies.

#### **Training and Support**

- Assist with user experience when using Microsoft Software and Applications.
- Conduct training sessions and/or develop training guides to simplify technical concepts for non-technical audiences.

#### **Technology Resource Coordination**

- In collaboration with DRT's Managed IT Service Provider, who is primarily responsible,
  - Manage technology fleet distribution and conduct routine audits.
  - Manage Microsoft Teams and User administration, as needed.
  - Serve as the primary contact for the agency for technology needs.
  - Act as onsite technical advisor, as necessary.
  - Assist with software and hardware troubleshooting, if necessary.
  - Provide guidance on best practices for technology adoption, ensuring compliance with organizational standards including security and confidentiality.



### **Keys to Success**

- An associates degree in a related discipline (e.g., Statistics, Mathematics, Computer Science, Data Science), experience and/or certifications will be considered in place of degree.
- Certifications in related applications and MS platforms, preferred.
- Experience in O365 Administration and integrating Power Apps with Power Automate and other Microsoft 365 applications, preferred
- Proficient in database management and management reporting.
- Prior experience within non-profit or federally funded organizations is beneficial.
- Proficiency in data analysis tools and software, including Survey Monkey, preferred.
- Strong analytical and problem-solving skills.
- Sound professional judgement
- Strong organizational and time management skills
- Effectively communicate technical concepts for diverse audiences.
- Ability to work in groups and teams.
- Attention to detail and a commitment to data accuracy and security.

### **What Else You Should Know**

Equity, accessibility, diversity, and belonging are at the heart of DRT's mission, values, and daily practice. We are an equal opportunity employer, and we actively seek candidates from diverse backgrounds to join our team including but not limited to candidates with disabilities, persons of color, members of the LGBTQ community, professionals from various generations, and veterans.

- The position is full-time (37.5 hours per week)
- In-office work will be required at times. Remote work will be allowed for this position.
- Candidate must live within 60 miles of one of DRT's three offices in Nashville, Memphis, or Knoxville
- In-state is required on occasion.
- Home internet is required but technology will be provided by DRT.

The salary for this position begins at \$50,000.00, exact salary for this position depends on experience and skills. We offer excellent benefits such as flexible schedule, remote work, maternity/paternity leave, paid federal and state holidays, 401K, FSA, and insurance options including medical, vision, dental, life, and disability.

### **What Now?**

If this seems like you, please send a **resume and cover letter** to Ann Anderson, Human Resources and Finance Director at [AnnA@DisabilityRightsTN.org](mailto:AnnA@DisabilityRightsTN.org).

If you have questions about the position, reach out to Anna Bass, Deputy Executive Director, at [AnnaB@DisabilityRightstn.org](mailto:AnnaB@DisabilityRightstn.org).

