

## Data and Communications Coordinator

Mutual Housing Association of Greater Hartford, Inc. (MHAGH), a dynamic, growing property management and real estate development company, is seeking a highly organized and proactive individual with great data analysis and writing skills to systematically collect, organize, and analyze data on our activities and to communicate our plans and progress to employees, funders, other stakeholders, prospective clients, and the wider community.

Specific responsibilities of this position include the following:

- Work with senior managers to develop evaluation and reporting tools for MHAGH programs
- Research industry standards and best practices
- Interpret, analyze, and report on data on agency programs, strategic plans, and goals
- Maintain various databases
- Manage the organization's server files to facilitate easy access to forms, policies, project descriptions, and other organizational information
- Maintain the website and track usage metrics
- Coordinate administration of surveys of residents and education clients; compile, analyze, and report on results
- Write, create, and distribute newsletters, e-mail blasts, and community outreach materials for our programs and services

The ideal candidate will have the following qualifications:

- Bachelor's degree in a related field
- At least one year's experience in data analysis and reporting, communications, or a similar position, preferably in a nonprofit environment
- Advanced skills in the Microsoft Office Suite (Excel, PowerPoint, Word, and Outlook)
- Experience with e-mail marketing (e.g., MailChimp, Constant Contact) and database software
- Experience with design software (Adobe Creative Suite or similar software) a plus
- Ability to communicate and partner effectively across all levels of the organization, including the Board and outside vendors, and with diverse groups of people
- Ability to manage multiple projects and deadlines, coordinating input from multiple departments
- Demonstrated ability to write effectively for varied audiences
- Strong quantitative, analytical, and problem-solving skills

Mutual Housing provides a competitive salary, a generous benefits package, and room to grow with this growing company.

### To Apply

Please send your resume with cover letter and salary history to [mhagh@resultshr.com](mailto:mhagh@resultshr.com). Due to the expected volume of responses, we will not be able to consider applications which do not include a cover letter and salary history.

Equal Opportunity Employer