



DATA ANALYST

The Kerr-Tar Regional Council of Governments (COG) seeks a highly motivated individual to join a team of professionals who work to plan and implement collaborative projects in the Kerr-Tar region that includes the counties of Franklin, Granville, Person, Vance and Warren. The Data Analyst supports program operations through data capture, report writing and generating capabilities related to activities such as job recruitment, intake, assessment, eligibility determination, case management, enrollment, counseling, employment placement, follow up and other program services. Work also includes contacting customers, employers and other agencies. Employees will be responsible for functions serving youth, dislocated workers, adults or other programs as needed. Duties may require close interaction with participants in one-on-one and group settings. Work is performed in an administrative environment with travel to worksites and multiple Center locations required.

Duties include but are not limited to:

- Perform detailed data analysis of program operations.
- Ensure data entered on the required system(s) is current, accurate and timely.
- Develops, implements and oversees the maintenance of filing, record keeping, distribution of materials and other types of office/program systems.
- Evaluates and standardizes office procedures and effectively troubleshoots and resolves issues.
- Respond in a timely manner to requests and issues related to billing and performance tracking.
- Provide regular status reports and other requested data
- Present data and reports to leadership in a clear and effective manner, using graphs, tables and other such methods.
- Based on analysis, determine where improvements can be made to center operations.
- Work with the leadership team on implementing processes that increase customer engagement, work-based learning and training opportunities
- Work with Program Managers to ensure that benchmarks are being met
- Provide research and support for critical team decisions.
- Tracks, reports and ensures compliance with procedures.
- Manage compliance and audits.
- Provide guidance and support for staff to ensure positive outcomes and weekly performance goals are met.
- Work with staff to ensure customer flow, service delivery and data management are efficient and effective.
- Assist with staffing logistics.
- Create customer lists to support teams in focusing their efforts.
- May provide case management and follow-up.
- Performs related duties as required.

The ideal candidate will hold a bachelor's degree in human services, psychology, social work, agency counseling or related field and considerable career counseling, job training and job placement work including some management and supervisory experience; or an equivalent combination of education and experience. Valid driver's license is required.

Salary will be based on qualifications and experience. Kerr-Tar Regional Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; and flexible spending account.

Interested candidates should email a cover letter, resume, and three references to Diane Cox, Kerr-Tar Regional Council of Governments, at info@kerrtarco.org. Please note, only electronic application materials emailed will be accepted for this position.

All employment is decided on the basis of qualifications, merit, and organizational need. Position is open until filled; initial review of applications will begin on May 4, 2026.

Kerr-Tar Regional Council of Governments is proud to be an Equal Opportunity Employer. The Council does not discriminate on the basis of race, religion, color, sex, gender, gender identity, sexual orientation, age, nondisqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.