



ADMINISTRATIVE ANALYST

Position Description

COMPANY OVERVIEW

Company Mission and Services

Focus Strategies is a national consulting firm based on the West Coast dedicated to helping communities improve efforts to end homelessness through community-based planning informed by local data and national best practices. For more than fourteen years, we have provided consulting to jurisdictional and community leadership in communities across the country in their efforts to reduce homelessness.

We are dedicated to partnering with communities through strategic consulting and technical assistance to design and implement housing-focused, equity-informed, and person-centered solutions that reduce homelessness. We are committed to working with our clients to understand their community's need, including the experience and dynamics of homelessness in the region as well as the unique strengths and challenges of existing strategies. Together, we partner with our clients to develop programs, map strategic action plans, identify policy solutions, and evaluate efforts to improve outcomes for people experiencing homelessness.

Our projects include the following types of services for non-profit and governmental clients:

- Systems of care analysis, and research with a focus on systems to end homelessness.
- Community-based system planning with a focus on systems to end homelessness.
- Systems and program evaluation, with a focus on system performance, equity analyses, and elevation of input from people with lived expertise of homelessness.
- Data collection and analysis services, including integrating multiple datasets, manipulating Homeless Management Information System (HMIS) data and generating homeless counts.
- Developing strategies to increase access to the housing market for people experiencing homelessness.
- Increasing the supply of affordable and supportive housing through systems-level and project-specific development, as well as implementation technical assistance.
- Policy development and analysis.

POSITION SUMMARY

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| Position: | Administrative Analyst |
| Location: | (Remote) West Coast, United States, must be located in Pacific Time Zone |
| Reports to | Administrative Manager |
| Status: | Full-time, non-exempt |
| Compensation: | 32-40-hour week (negotiable), \$26-29/hour depending on experience and skills; |

Time off & benefits: Paid time off includes vacation, sick time, and 10 paid holidays; company offers 401(k) with 4% salary match and profit sharing, health, dental, and vision coverage, flexible spending plans, and employee assistance benefits.

Start Date: Open until filled

Contact Info: Please direct all inquiries to info@focusstrategies.net

ADMINISTRATIVE ANALYST RESPONSIBILITIES AND REQUIREMENTS

Position Overview and Responsibilities

The appropriate candidate will enhance the administrative manager and firm's effectiveness by providing high-level administrative support. The Administrative Analyst will support administrative functions and consulting projects through management of deadlines and close coordination with the position supervisor. Duties will include reviewing materials, preparing internal operations reports, developing draft accounts receivable and payable documentation, contributing to company budget and financial documentation, preparing documents for publication, handling information requests, and performing clerical functions such as drafting correspondence, arranging conference calls, scheduling meetings, and manage all travel arrangements (once travel resumes).

Administrative Analyst will

- Maintain daily contact with the Administrative Manager for the purpose of coordinating and setting priorities.
- Receive updates from staff regarding project timelines and adjust with Administrative Manager as needed.
- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics requiring excellent attention to detail. Examples include:
 - Setting print areas for major publications and documents page by page in Excel
 - Formatting headers and footers in publications
 - Setting graphics and pictures in publications.
- Prepare reports by collecting and analyzing information.
- Conserve Administrative Manager's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Provide historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Coordinate meetings for staff, clients, and partners.
- Maintain company meeting calendar, including independently setting meetings for team members based on separate project calendars.
- Manage logistics for trainings planned and coordinated on behalf of clients, including managing sign-up lists, confirming locations, selecting and providing snacks on location, assisting with space set up and clean up (once in person/travel resumes).

- Make travel arrangements for team members.
- Maintain and update reference and research materials.
- Pull together meeting and presentation materials, including print and electronic versions for all team members.
- Assist Administrative Manager with Insurance and Licenses compliance
- Contribute to team effort by accomplishing related tasks as needed.

Position Requirements

- Flexibility - must be able to work with shifts in priorities on a daily and weekly basis.
- Willingness to do whatever is needed to support projects and staff in accomplishing work.
- Excellent attention to detail.
- Ability to analyze emails, other correspondence, and administrative policy documents and convey conclusions to team members – usually this relates to scheduling time and appointments.
- Excellent communication skills – both verbal and written.
- Excellent Microsoft Office skills, including the ability to use Excel to perform math computations in standalone worksheets and across linked spreadsheets.
- Strong problem-solving and time management skills.

What the Administrative Analyst will gain from the position

- Exposure to complex policy, technical, and community issues using a Systems Thinking approach within the field of reducing homelessness.
- Exposure to consultation for public benefit.
- Opportunity to be part of an evolving and growing consultation practice.
- Opportunity to develop skills in a wide range of areas of work, including contract analysis, business insurance, budgeting, customer service communications, accounts payable and receivable, and other areas of business administration.

About Our Workplace

Focus Strategies is committed to creating an inclusive workplace with a collaborative team dedicated towards our mission of helping communities house people experiencing homelessness. We are an Equal Opportunity Employer. In alignment with our company values, we strive to attract and maintain a workplace that reflects a broad spectrum of diversity. We strongly encourage employment applications from people who self-identify as coming from historically marginalized populations and communities who have been most impacted by homelessness.

We are currently a 12-person firm that operates fully remote with regular phone and video meetings. Our normal work hours are 8am-5pm Pacific Time. Occasional work outside of normal hours may be required to meet project deadlines. When public health guidance allows for travel, this position may require limited travel to internal meetings, client sites, trainings, and/or conferences.

Physical Requirements

- Ability to sit or stand for prolonged periods while working on a computer for 6-8 hours per day.
- Ability to give and receive detailed information through verbal and written communication.
- Ability to use a keyboard, headphones, and operate a computer consistently throughout the day.
- Ability to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading.
- Ability to set up and maintain workspace in home environment with minimal paper file management.
- Ability to lift up to 25 pounds, including home office computer set up, rare shipping of equipment for repair, receiving occasional office supply shipments, carrying laptop and files for occasional all-day travel (once travel is resumed).

TO APPLY

Interested Applicants: Please send your resume and brief cover letter as **one PDF** to info@focusstrategies.net. Please include your name and position title in the document's electronic name (e.g., Kendra Scott Consultant application.pdf).

Application Process Overview:

- Focus Strategies utilizes a multi-phase application process that includes multiple interviews and a practical assessment. Each subsequent phase is only for applicants who advance from the prior phase of the application process.