



VOLUNTEER POSITION DESCRIPTION

TITLE	Research/Data Analyst
PURPOSE	To improve the quality of life of individuals with disabilities by gathering corporate sponsorships, creating databases of related agencies and facilities, and asking for donations.
LOCATION	5827 Charlotte Pike Nashville, TN 37209
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Collect data from assessments and evaluations of Project HEALTH participants • Create a systematic, organized data spreadsheet • Assist in analyzing data • Research data concerning populations with disabilities, adaptive exercise, non-profit management, grant opportunities, ect.
REPORTS TO:	Waverly Harris-Christopher (Program Manager/Development Coordinator)
QUALIFICATIONS	<ul style="list-style-type: none"> • Experience with researching • Must have own transportation • Knowledgeable about the basic functions of using Microsoft Excel • Preferred experience with statistics and electronic libraries
SUPPORT PROVIDED	In office use of laptop and/or desktop computer, assessment equipment, advice from seasoned employees
BENEFITS	Flexible hours, networking opportunities

“Volunteers don’t get paid, not because they’re worthless, but because they’re priceless”