

Diversity Analyst

GCAP Services, Inc. is looking for a Diversity Analyst to support our team with certification of Minority and Women-Owned Business Enterprises (M/WBEs). Primary responsibilities will include processing certification applications, conducting site visits/phone interviews, outreach support, developing spreadsheets and performing assessments. The Diversity Analyst will be responsible for providing support, assessing and ensuring compliance with minority, women and small business program requirements, supporting outreach events, conducting reviews and preparing reports. The ideal candidate will be analytical, organized and have a passion for working in a fast-paced environment. We are interested in a candidate with excellent communicative skills. This candidate must be familiar with web-based applications. We are looking for a self-motivated person who has the ability and desire to collaborate with our team and quickly adopt new concepts with the goal of delivering optimal solutions to our clients. Additional guidance and training will be provided to the successful candidate. Position is full-time in a hybrid office/remote work environment.

Responsibilities

- Reviews applicant submittals for compliance with M/WBE certification requirements.
- Reviews status reports to collect and calculate M/WBE, and other group metrics on a monthly basis.
- Develops monthly and quarterly reports summarizing certification application status.
- Continuous maintenance of certification data.
- Provides support for Certification team activities, such as workshops, webinars, outreach meetings, and other related events.
- Collaborate with Certification office to define deliverables and develop solutions that are reusable across the organization.
- Works closely with applicants and certification team to assist in ensuring client needs are identified and satisfied.
- Collect and organize data, reports, spreadsheets and databases for analytical reporting.

Knowledge/Skills

- Demonstrates ability to plan, gather, analyze and document certification data.
- Excellent communicative and organizational skills.
- Understanding of all aspects of outreach or training events, including but not limited to planning, communicating, facilitating, coordination, registration, reporting, analysis and design of databases, and follow up.
- Ability to present complex information in an understandable manner.
- Flexible, self-motivated, extremely well organized and detail oriented with the ability to work with large amounts of data.
- Effective verbal and written communication skills at all levels within the organization.
- Proficient in MS Excel, Word and PowerPoint.
- Knowledgeable of web-based applications, Constant Contact, WebEx, GoToMeeting, and other similar cloud-based applications.

Qualifications:

- Bachelor's degree from a four-year college or university in Business Administration, Public Administration, Marketing or related field preferred. Candidates without a degree, but with commensurate experience will be considered.
- 2 to 5 years experience in data collection and support, outreach, analytical position demonstrating knowledge of web-based or enterprise systems, information management, business intelligence, data mining or reporting.