



Data & Research Analyst Job Description

Title: Data & Research Analyst

Employer: ACCESS VT working in partnership with Vermont Care Partners

Status: Full-time (FTE)

FLSA: Exempt

Location: Hybrid (Remote with one in office day weekly)

Salary: Commensurate with experience: starting at \$90,000

Restrictions: None. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA)

Supervised by: Executive Director, ACCESS VT

About the Vermont Care Partners Network

The Vermont Care Partners (VCP) network is comprised of sixteen nonprofit agencies providing statewide mental health, substance use, and intellectual and developmental disability (I/DD) supports. We are dedicated to promoting a high-quality, equitable, and integrated system of care that supports the health and wellbeing of all Vermonters. The network is supported by two non-profits: Vermont Care Partners and ACCESS VT. As a recognized network in service delivery, VCP is seeking a Data & Research Analyst.

Job Summary

The Data & Research Analyst leads ACCESS VT's data collection, analysis, and impact functions in support of the Vermont Care Partners (VCP) Network. This role ensures VCP, ACCESS VT, and the VCP network agencies have valid, vetted, and actionable data to inform statewide advocacy, operational excellence, and clinical quality improvement. The Analyst translates complex information into clear narratives, dashboards, and reports that demonstrate system impact, identify gaps, and support strategic decision-making.

This position requires strong applied statistical skills, experience with research design and data validation, and the ability to work collaboratively across agencies, state partners, and internal teams. The Analyst serves as VCP's representative with Vermont state agencies and on our statewide Outcomes, IT, and Data Analyst groups, helping shape shared metrics, statewide dashboards, and data driven storytelling.

Essential Duties and Functions

Data Collection, Validation, and Management

- Designs and maintains valid, vetted data collection processes for ACCESS VT, including surveys, repository data, and other sources.



- Oversees dissemination, collection, cleaning, and analysis of ACCESS VT's recurring surveys (currently 15+).
- Ensures data quality, consistency, and documentation across all ACCESS VT data assets.
- Works with agencies to understand what data exists, what is missing, and how to strengthen data collection practices.

Analysis, Research, and Storytelling

- Conducts applied statistical analyses to evaluate program/network effectiveness, identify trends, and support statewide advocacy.
- Translates complex data into compelling narratives that support the VCP Network's operational and clinical excellence goals.
- Develops data driven stories for identified program areas.
- Partners with Vermont state agencies to review data, assess required measures, and propose improvements.

Dashboards, Reporting, and Visualization

- Creates VCP Network dashboards that present statewide data clearly and persuasively.
- Builds descriptive dashboards for the designated agency (DA) system using repository data and other sources.
- Links network dashboards to other portals and develops accompanying narrative content.
- Collection of data to support the annual VCP Network Impact Report including all data analysis and visualizations.

Statewide Coordination & Representation

- Serves as VCP's representative on statewide Outcomes, IT, and Data Analyst groups.
- Collaborates with agencies to develop statewide dashboards that support quality improvement and tell the collective story.
- Works with policy staff to identify data needed for advocacy and determine how to obtain or develop it.

Strategic Support & Consultation

- Advises ACCESS VT and VCP staff on data gaps, opportunities, and emerging trends.
- Helps define metrics and analytical approaches for new initiatives.
- Supports program evaluation and impact assessment across the VCP Network.

Required Skills/Abilities

- Strong proficiency in SQL.
- Advanced skills in Python, R, or Julia for applied statistical analysis.
- Experience with impact program evaluation. Ability to apply causal inference methods to observational/administrative/healthcare datasets to evaluate outcomes.



- Familiar with hypothesis testing, regression analysis, generalized linear models, survival analysis, etc.
- Proficiency with a dashboarding tool (Power BI, Tableau, or similar).
- Ability to translate complex statistical findings into clear, accessible narratives.
- Experience validating data collection processes and ensuring methodological rigor.
- Strong problem-solving abilities and attention to detail.
- Ability to communicate effectively with both technical and nontechnical audiences.
- Understanding data privacy regulations and ethical considerations.
- Ability to work independently in a remote environment while collaborating across the agency network

Education and Experience

- Bachelor's degree required in Statistics, Analytics, Research Methods, Public Health, or related field.
- Master's degree preferred.
- Three to five years of progressive experience in applied statistics, research, program evaluation, or data analysis.
- Experience with non-profit, human services, or public sector organizations preferred.
- Demonstrated experience producing rigorous, defensible research and analysis required.

Environmental Factors

Duties occur primarily in a remote setting with one required in-office day weekly. Occasional travel to partner organizations or program sites may be required. Some flexibility in working hours may be needed to accommodate analysis needs or project deadlines. A reliable means of personal transportation may be required.

Our organization is proud to be an equal opportunity workplace dedicated to embracing a diverse workforce.

Compensation

- Salary commensurate with experience: starting at \$90,000
- Generous paid time off and holidays
- Health, dental, and life insurance
- 3% retirement match
- Flexible work arrangements
- Professional development and leadership opportunities

To Apply

Please submit your **resume** and **cover letter** to Cathy Aikman at cathy@vermontcarepartners.org.

Application deadline: September 22, 2026.