



Position: Data Analysis Volunteer

Organizational Overview:

FFEN is a nimble, innovative and entrepreneurial nonprofit focused on reshaping the Minnesota hunger relief system through capacity building and culture change. In the rapidly changing hunger relief sector, we engage 50+ skilled pro-bono volunteers to offer pragmatic and no cost consultation paired with equipment needs to food shelves adapting their services to meet their community needs. We operate by building trust-based relationships with local food shelves and support them to incorporate increased business and service best practices in their work. Creating a statewide hunger-relief sector that moves beyond pounds of food to advance shopper outcomes that offer dignity, security and wellbeing.

Your Purpose and Impact:

Most Minnesota food shelves are volunteer run and don't have additional capacity to analyse their food sourcing data. ***That's where you come in!*** You would be directly involved in creating a Food Sourcing Analysis report which uses data to drive strategic decision making on the food shelf level and effectively promotes more sustainable and stable operations. By evaluating operations through a lens of economics and business practices, it opens the conversation to understand standard business practices and use of available resources to drive cost effective operations while also respecting and balancing the need for a client-centered and community-driven approach.

During an Food Sourcing Analysis (FSA) report project you will be responsible for:

- **Report Creation & Data Analysis:** Conduct data entry using Excel to create food shelf specific food sourcing analysis reports to identify key metrics.
- **Identify Potential Next Steps:** Develop recommendations that promote more fiscally responsible operations and a healthy, high quality product mix for food shelf customers. Operate through a lens that prioritizes client preferences, sustainability, and strategic planning for the future.
- **Food Sourcing Analysis Report Consultation:** Volunteers have the option to consult on their reports with food shelf leaders, share their next steps and recommendations, and further engage in FFEN's food shelf engagements.

Your opportunity for growth includes:

- Develop your ability to craft meaning from data
- Gain experience consulting with food shelf leaders and community partners to support food shelf budget changes and best practices
- Expand your Excel skills and comfort working with data
- Enhance your understanding of the hunger relief system within Minnesota

What you will need to find success in this volunteer role:

- This opportunity requires that the volunteer use their own wifi enabled laptop with Microsoft Excel installed. You'll need access to a Google Account and will need to be able to join Zoom meetings. At minimum Version 2019: Mac OS 10.15 (Catalina)/Windows 10 or newer.
- Has experience using Microsoft Excel in these ways:
 - Is able to launch and manipulate a multi-sheet excel workbook.
 - Can navigate and manipulate a multi-sheet workbook. With the ability to understand cross-sheet input / output.
 - Ability to copy and paste blocks of data, as well as sort columns.

- o Understands formula fields (while you are not expected to write new formulas, it is important you understand the function of pivot tables and charts, SUM, AVG, LOOKUP, etc.)
- Ability to operate in a fast-paced, flexible work environment and take initiative to meet project goals

Time Requirements & Schedule:

- **Total Time Requirement:** 30 minutes per report creation, 30 minutes per analysis and 1 hour optional volunteer connection event once a month.
- **Work Site:** Remote
- **Status:** Volunteer Data Analyst

To apply for this position, send your resume to: volunteer@ffn.org