



Habitat for Humanity[®]

of Wake County

Serving Wake and Johnston Counties

Business Analyst Volunteer:

Habitat for Humanity of Wake County needs a Business Analyst volunteer to support our operations team. This is a volunteer position that requires a commitment of approximately 20+ hours a week.

Ideal candidate would have background in business consulting and must enjoy working in a learning environment. Please submit cover letter and resume to our Community & Volunteer Engagement Manager Christin Murphy (christin.murphy@habitatwake.org)

Our ideal candidate:

- Is invested in the organization's mission, goals and accomplishments
- Has a bachelor's degree in business or equivalent work experience
- Is detail-oriented, analytical and inquisitive
- Works well both independently and with others
- Is extremely organized and has strong time-management skills

Your tasks might include:

- Determining operational objectives by studying business functions; gathering information; evaluating output requirements and formats.
- Improving systems by studying current practices and designing modifications
- Monitoring project progress by tracking activity and publishing progress reports
- Preparing technical reports by collecting, analyzing and summarizing information and trends
- Validating resource requirements and developing cost estimate models
- Interpreting research data
- Performing daily, weekly and monthly reviews current processes using operational metrics
- Reviewing a variety of areas including operations, purchasing, inventory, distribution and facilities
- Communicating the financial and operational impact of any changes
- Creating informative, scalable reporting that highlights relevant business trends/opportunities for improvement

Dress Code:

- Business Casual

Reports To: Chief Operating Officer