Quality Assurance Analyst, Non-Profit

Promise Resource Network
Job Location: Remote
Full Time/Days

JOB SUMMARY:

The Quality Assurance (QA) Analyst is responsible for the organization's quality assurance and improvement. The Analyst will ensure both qualitative and quantitative reviews, processes, plans, and policies are developed, implemented, and maintained consistently with PRN's recovery values and mission. The QA Analyst will ensure timely and accurate reporting to all agency partners and funders. The position is inclusive of quality improvement efforts and quality management measures.

MINIMUM REQUIREMENTS:

- Minimum of 3 years of experience in nonprofit, program development, or related field, with a proven track record of analytical achievement.
- Understand and ability to apply Quality Assurance/Quality Improvement processes or equivalent experience.
- Exceptional communication, interpersonal, and negotiation skills, with the ability to effectively engage diverse stakeholders.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Commitment to the mission and values of the organization.
- Demonstrate leadership by modeling PRN's mission, values, philosophy, and guidance to team members.
- Knowledge of a variety of computer software applications in word processing, spreadsheets, databases and presentation.
- Excellent communication skills (oral and written) using active and reflective listening, asking curious questions, validating others' experiences, remaining non-judgmental, and demonstrating effective conflict resolution skills.

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's degree in a relevant field; advanced degree preferred.

ADDITIONAL INFORMATION:

- Salary: $65,000 - $80,000 per year

FOR MORE INFORMATION/TO APPLY:

https://jobs.gusto.com/postings/promise-resource-network-quality-assurance-analyst-non-profit-452e7145-b0fd-49e5-ba5d-a731c81b93ba