



THE DATA CENTER

Independent Analysis for Informed Decisions in Southeast Louisiana

Data Analyst

POSITION SUMMARY

The primary role of the Data Analyst is to ensure accurate and timely processing and preparation of data from a wide range of sources for both public consumption and use in The Data Center's impactful research and publications. This includes rigorous adherence to research standards and collaboration within a diverse, multi-disciplinary team to validate, analyze, visualize, and publish data.

But beyond these technical functions, Data Analysts are at the heart of most of our data processes. When community members have data needs, filling those requests starts with research and data discovery performed by analysts. Likewise, when our research team starts projects, analysts are key contributors to identifying the literature and critical components that inform the direction of the project. In this and many other ways, Data Analysts help to shape our work and the data we publish to inform critical decisions across New Orleans and southeast Louisiana. Successful applicants will be great critical thinkers who enjoy taking on tough subjects using data, facts, and research to build a more prosperous, inclusive, and sustainable region for everyone.

ESSENTIAL FUNCTIONS

- Collect, process, analyze, visualize, and/or geocode data sets from a wide array of sources.
- Assist in the maintenance and expansion of existing data products as existing data sets are updated and new data sets are released.
- Assist in the development, expansion, and implementation of new indicator data analysis, including relevant research of data sources and quality assurance.
- Collaboratively work with a diverse team to produce high-quality charts, tables, maps, and other data visualizations.
- Clearly document step-by-step processes used to complete data analysis tasks and maintain catalog of instructions to develop protocol and procedures.
- Provide general research assistance on various research projects.
- Understand documentation on key data sources (particularly the Census Bureau) to advise the team on internal use of data, particularly as it relates to answering relevant research questions.

- Assist in answering data requests received through the website, directly from stakeholders, and/or associated with grant or contract supported endeavors.
- Knowledge of local context and curiosity about local issues are important attributes for success in this job. As a result, Data Analysts must reside in the greater New Orleans area or Southeast Louisiana and be available to work and attend meetings in-person as needed.

QUALIFICATIONS

1. Bachelor's degree in planning, public health, economics, social sciences, computer science, data science, or a related field.
2. Familiarity with or ability to code using statistical software packages in programming languages such as R or Python is greatly preferred. While pre-existing proficiency in these languages is not required, candidates must be able to learn them quickly and independently as they are critical tools for the job. Though most analysis is no longer performed in Excel, basic proficiency is still preferred. Similarly, experience with SAS, Stata, or SPSS may be useful.
3. Demonstrated attention to detail (specifically mathematical), strong data analysis skills, good data visualization skills, and excellent data checking and validation skills.
4. Demonstrated skill regarding researching and collecting data, processing and managing large amounts of data, and organizing data, files, and information.
5. Willingness to take direction and work closely with co-workers and contractors to create, edit, and produce/publish varied types of documents, reports, and analyses.
6. Willingness to adapt to changing project requirements and deadlines. Must be willing to demonstrate both tenacity and composure in the face of new information or unexpected obstacles.
7. While not required, familiarity with data warehousing concepts, cloud-based database environments, and database querying and manipulation languages (e.g. SQL) is encouraged.

SALARY AND BENEFITS

This is a full-time, salaried position. The starting salary for this position is \$50,000 but actual compensation will be commensurate with the candidate's qualifications and experience. Additional benefits include flexible work hours; options to work from home within a hybrid work environment; 100% employer-covered health, dental, vision, and life insurance; a generous retirement package; unlimited leave; a commitment to professional development; a commitment to diversity; and a fun, dynamic, and rewarding work environment that embodies trust, encourages constructive inquiry, and cares about New Orleans and the collective prosperity of the region. If you are selected for this job, you'll join an objective, thorough, and reliable team of individuals that strives to be welcoming and responsive to the needs of our community and one another.

To Apply:

Applicants should email the following to info@datacenterresearch.org:

1. A cover letter describing career goals and interest in working for The Data Center
2. A full resume including current statistical and data analysis-oriented software competencies
3. Names and contact information for three professional references

Please use "**Data Analyst**" as the subject line for your emailed submission. Only applicants meeting minimum qualifications for the position will be considered. No phone calls please. Although this job announcement will remain open until filled, for best consideration please apply by January 22, 2024.

Our own data work and research tell us the importance of creating a diverse workforce and promoting an environment free of discrimination. As a result, we strive for a staff that reflects the demographics of our region, demonstrating this value in our recruitment, hiring, and operating practices. We do not and will not discriminate in employment and personnel practices on the basis of race, religion, color, sex, national origin, age, sexual orientation, gender identity, disability, veteran status, or any other basis prohibited by applicable law.