



POSITION: Data Analyst

REPORTS TO: Director of Research and Strategy

The Boston Private Industry Council (PIC) is the city's Workforce Development Board and school-to-career intermediary. The mission of the PIC is to strengthen Boston's communities and workforce by connecting youth and adults with education and employment opportunities that align with the needs of area employers.

JOB DESCRIPTION: The Data Analyst advances PIC initiatives and programs to connect young people and adults to education and work opportunities through data analysis, reporting, systems improvements, and research. Under the direction of the PIC's Director of Research and Strategy, this role will work closely with teams across the organization to improve data and reporting systems and generate reports and dashboards for internal and external audiences. The Data Analyst will help identify opportunities to enhance PIC systems and assist with overall database management. The Data Analyst will also provide support for PIC research projects focused on education and labor market issues.

Reporting and data analysis (70%)

- Consult with program managers and staff on service data collection, program measurement, and report design
- Create informative and automated reporting to track progress on programmatic goals and service delivery
- Maintain and improve standard reports and tools to assist managers with monitoring data collection and accuracy
- Manage reporting requests across multiple databases (participant management systems, CRM) and communicate status and timelines to relevant parties
- Use research and analysis to identify programmatic challenges and propose data-driven solutions to program delivery staff and team leaders
- Work on PIC research projects related to labor market information and postsecondary outcomes for internal and external audiences and create data visualizations, written reports, and slide decks for these projects
- Develop survey instruments to collect data from program participants and as part of ad-hoc research assignments
- Represent the PIC in external settings, and serve as an education/ workforce data analysis resource for PIC partner organizations.

Database development and administration (30%)

- Design and build new fields/ forms in the current Salesforce system to reflect changes in PIC programming/ services and work with PIC's database vendor for updates to other systems

- Develop processes to automate data sharing between PIC systems and with funder databases.
- Maintain PIC's data dictionaries and other data system documentation
- Assist in training new and existing staff on use of data systems and reporting environments.
- Conduct ad hoc analyses to investigate ongoing or one-time operational issues
- Lead a monthly Salesforce users committee to identify areas for improved operations and recommend applicable technology solutions
- Assist in building a data culture that embraces data-driven reflection and decision-making.
- Support teams' data management fluency by providing trainings on Microsoft Excel and reporting to improve capabilities to analyze and interpret data at all levels of the organization
- Other duties as assigned

DESIRED QUALIFICATIONS

- 2-4 years of relevant experience. Work experience in a non-profit organization in the education and/or workforce development fields is highly preferred
- Demonstrated analytic skills, including knowledge of, and proficiency with, quantitative analytical concepts such as statistical methods, database structures, and relational databases
- Salesforce Administration certificate preferred
- Experience in designing and building reports in Salesforce, Business Objects, or a similar reporting systems
- Experience with data visualization and reporting software such as Power BI, Tableau, etc.
- Familiarity with one or more statistical software tools, including SAS, SPSS, R, or GIS software
- Demonstrated ability to clearly and effectively present ideas and complex research insights using a variety of mediums (including written reports, presentations, data visualizations, and proposals) to audiences with diverse knowledge and areas of expertise
- Experience working with education and/or labor market data
- Strong computer skills, including advanced knowledge of Microsoft Excel
- Detail-oriented, analytical, and inquisitive
- Highly organized with strong time-management skills
- Ability to work in and across teams
- This position will require attendance at in-person team meetings at PIC offices
- COVID-19 vaccination verification required

**Please submit a cover letter and resume to Inanna Pickering (inanna.pickering@bostonpic.org)
by Tuesday, November 15, 2022.**