



**POSITION: Reporting and 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 its workforce by connecting youth and adults with education and employment opportunities that align with the needs of area employers.

**JOB DESCRIPTION:** The Reporting and Data Analyst advances PIC initiatives and programs to connect young people and adults to education and work opportunities through reporting and data analysis, 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. This role will support database updates and maintenance of the PIC's Salesforce and student management systems. The Reporting and Data Analyst will work on PIC research projects focused on education and labor market outcomes by conducting data analysis using publicly available data sets. Primary Responsibilities are:

**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
- Use expertise in data structure to build new capabilities for the organization using data analytics
- Manage reporting requests across multiple databases (Salesforce, Cityspan, 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 current Salesforce system to reflect changes in PIC programming/ services and work with PIC's database vendor for updates to other systems.
- 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
- Work with program teams and managers 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 excel and reporting to improve capabilities to analyze and interpret data at all levels of the organization.
- Other duties as assigned.

### **DESIRED QUALIFICATIONS**

- 3-5 years of relevant experience
- Demonstrated analytic skills, including knowledge of, and proficiency with, quantitative analytical concepts such as statistical methods, database structures and relational databases.
- Experience in designing and building reports in Salesforce, Business Objects or a similar reporting system
- Experience with data visualization and reporting software such as Power BI, Tableau, etc.
- Familiarity with one or more of statistical software tools, including SAS, SPSS, R, and GIS software preferred
- 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 and PowerPoint
- Detail oriented, analytical and inquisitive
- Extremely organized with strong time-management skills
- Ability to work in and across teams
- Some travel throughout Boston and to conferences will be required, once the PIC returns to in-person operations.

Please submit cover letter and resume to Joseph McLaughlin ([Joseph.McLaughlin@bostonpic.org](mailto:Joseph.McLaughlin@bostonpic.org)) by *Friday, January 15.*