



AF Accelerate Data Consultant

Start Date: ASAP
Team: AF Accelerate
Location: Brooklyn, New Haven or flexible

About Achievement First and *AF Accelerate*:

Achievement First (AF) exists to address the legacy of racism in education in America. We know that all children—regardless of race, zip code, or economic status—need and deserve access to a great education. At the core of our approach is the shared journey by our students and staff to fulfill our incredible potential.

Achievement First has consistently been rated one of the top charter school networks in the country, AND we are still learning and growing. AF is a non-profit 501(c)3 organization that currently supports 37 public charter schools in New York, Connecticut, and Rhode Island. The mission of AF is to deliver on the promise of equal educational opportunity for all children. We currently employ more than 2,000 staff -- 47% of whom identify as Black, Latinx, or Multi-racial -- who collectively educate more than 14,300 students in Brooklyn, NY; Providence, RI; and New Haven, Bridgeport, and Hartford CT. More than 85% of our students qualify for free or reduced priced lunch. Our students are proving what's possible by achieving breakthrough results in terms of academic achievement and long-term college persistence. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

AF Accelerate, a division of Achievement First, provides strategic support to educators beyond AF and partners with them to achieve stronger outcomes for students. We also work to foster an open source and collective learning environment within the broader education community to ensure quality resources, proven practices, lessons learned and promising ideas are available to all. *AF Accelerate* works with entrepreneurs who are starting their own charter networks and with traditional district schools through two programs, the [Charter Network Accelerator](#) and [Navigator](#), putting 60,000 students on the path to college, and plans to scale to impact the outcomes of 150,000 students in the next 5 years. Our work is based on Achievement First's open source materials, available on our [open source website](#), creating nearly limitless reach.

Summary:

Navigator is seeking a data analyst (contract-role) to perform regular reporting and analysis for our partner schools and program leaders in our Navigator Math Lessons, Math Stories, and Literature programs. The analyst will be responsible for collecting, cleaning, and analyzing and reporting on data from interim assessments that our partner schools administer throughout the school year. Navigator currently uses a central Microsoft SQL Server database to store all partner data and Tableau to generate

reports. The ideal candidate is a creative problem solver with strong data analysis experience and excellent project and time management skills. This is a short-term consulting role that could possibly lead to a full-time position.

Responsibilities:

- **Data cleaning** - Clean incoming Excel data files from partner schools to ensure they are error-free and loadable to our database
- **Database loading and maintenance** - Load Excel data to our Microsoft SQL Server database through a simple import process; ensure the database is functioning properly
- **Regular reporting of interim assessment data** - Create personalized reports using an existing template for our partner schools analyzing their interim assessment results, utilizing Tableau and PowerPoint

Skills and Characteristics:

- Excellent personal organization, project management, and time management skills
- Excellent written and verbal communication skills
- Experienced in Excel and PowerPoint
- Proficiency in Tableau required
- Basic understanding of SQL preferred

Educational Background and Work Experience:

- Bachelor's degree
- At least 2 years relevant work experience (experience as a business analyst or data analyst is ideal preparation for this role)
- Experience working in an education or school setting preferred

To Apply:

Send resume and cover letter to:

Laina Vlasnik Yip
Director of Partnerships and Recruitment
lainavlasnikyip@achievementfirst.org

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.